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Job Title:	Senior Director, Infrastructure Academy	Date:	02/20/2025
Job Type:	Regular, Full-Time	FLSA Status:	Exempt
Salary:	\$95,000-105,000	Salary Group:	B26
Reports to:	COO	WIT JPID:	16830657

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ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

This mission of Workforce Solutions Capital Area is to lead the region’s workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

GENERAL DESCRIPTION

The Austin Infrastructure Academy (AIA) redefines economic development by prioritizing workforce development as the driving force behind infrastructure success and community resilience. By aligning recruitment, training, and job placement with infrastructure investments, AIA builds a robust talent pipeline to support regional growth while empowering residents with meaningful career pathways.

The Senior Director, Infrastructure Academy will lead the charge in positioning workforce readiness as the cornerstone of Austin's infrastructure future. This role requires a visionary leader who can connect the dots between strategic planning, project execution, and stakeholder engagement. The ideal candidate will oversee the design and implementation of workforce development frameworks, ensure the alignment of programs with infrastructure projects, and drive sustainable growth through resource development and technological innovation.

EXAMPLES OF WORK PERFORMED

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description.

Strategic Leadership:

- Act as a maestro, understanding the broader vision of AIA while effectively navigating multiple levels of program design and implementation.
- Develop and oversee the governance structure for the Infrastructure Academy to ensure accountability and strategic alignment.
- Establish an Advisory Committee within the Workforce Solutions Board of Directors, including industry, government, education, and community organization representatives.

- Provide strategic guidance and ensure alignment with stakeholder priorities and funding sources.

Project Management:

- Oversee end-to-end project execution, ensuring milestones are met and programs deliver measurable outcomes.

Program Development:

- Design comprehensive frameworks for workforce development, ensuring alignment with the needs of customer processes and infrastructure programs. Monitor and ensure successful execution of programs and processes.
- Align training programs with in-demand skills and job sequencing to meet real-time workforce needs.
- Develop a training marketplace that connects job seekers with structured pathways for skill development, earn-and-learn opportunities, and a universal application system.
- Facilitate employer-sponsored training opportunities to enhance job placement and retention.

Recruitment & Outreach

- Collaborate with Communications Department to develop unified branding and marketing strategies to recruit job seekers into the Academy.

Job Placement & Navigation

- Collaborate with Customer Engagement Department to implement a customer-centric navigation system that integrates career exploration, training enrollment, and job placement services.

Support Services & Accessibility

- Support Customer Engagement Department to develop and maintain a unified application process for support services to streamline access to necessary resources.

Resource Development:

- Lead fundraising initiatives, tying program performance to financial sustainability.
- Identify opportunities to link profit with performance outcomes.

Technology Integration as the foundation of a digital marketplace

- Lead internal process to refine existing systems, and develop new systems where necessary, to create a digital marketplace that provides clear career pathways, training options, and job opportunities.
- Ensure seamless integration of technology platforms to enhance job seeker and employer engagement.

Stakeholder Management:

- Build and maintain strong political and community relationships, evaluating stakeholder connections and responsibilities to foster collaboration and shared success.

Community Impact:

- Align workforce development initiatives with infrastructure investments to create meaningful career pathways and support community resilience.

Industry & Community Engagement

- Strengthen partnerships with industry leaders, workforce organizations, and educational institutions to drive program success.
- Align Infrastructure Academy initiatives with community workforce development goals to ensure sustainability.
- Promote shared career coaching resources among training providers to optimize participant support.

Performance Management & Evaluation

- Develop an impact evaluation framework to measure the effectiveness and outcomes of the Infrastructure Academy.

- Use data-driven insights to refine recruitment, training, and placement strategies.
- Continuously assess program effectiveness and make necessary improvements to meet workforce demands.
- Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree from an accredited 4-year college or university in public administration, management, business, education, or other relevant field required. Experience in program planning, research and evaluation, and implementation of complex initiatives and programs. Experience working with elected officials and project management experience preferred.

Knowledge, Skills, and Abilities

- Demonstrated ability to manage and lead at a strategic level while understanding and addressing operational details.
- Expertise in project management, with a track record of successful program execution.
- Experience in resource development and fundraising, with a focus on performance-based outcomes.
- Experience in assisting in developing digital platforms that facilitate collaboration between various entities associated with a project.
- Exceptional relationship-building and political navigation skills, with a deep understanding of stakeholder management.
- Strong understanding of regional infrastructure challenges and opportunities in Austin, Texas.
- Experience working with government agencies, nonprofit organizations, and private sector partners.

Registration, Certification, or Licensure

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state, and/or out-of-state travel may be required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, credit history, and criminal background).

WORKFORCE SOLUTIONS CAPITAL AREA OFFERS A COMPREHENSIVE BENEFITS PACKAGE, INCLUDING:

- Medical, dental, and vision insurance.
- Paid life insurance (Employee/Spouse/Child), long term disability (LTD), and AD&D.
- Supplemental life insurance option (Employee/Spouse/Child).
- Medical and dependent care Flexible Spending Accounts (FSA).
- 401(k) Savings and Investment Plan with company 4% Safe Harbor Contribution.
- Flexible paid time off (accrued vacation and sick leave).
- Paid parental extended leave.
- Paid professional development budget.
- Paid Employee Assistance Program (EAP).