**Heartland Workforce Solutions**

**Position: Executive Director**

**Reports To:** Board

**Classification:** Exempt

**Position Summary**The Executive Director is responsible for the overall administration and management of Heartland Workforce Solutions, including service programs, fundraising, and business operations. Areas of responsibility include planning and evaluation, policy development and administration, personnel and fiscal management, and public relations. This is a full-time position, hired by and directly accountable to the Board through its elected Board Chair.

**Responsibilities**

1. Management and Administration
   1. Develop and facilitate an active planning process and that an annual plan is maintained with NDOL.
   2. Develop organizational goals and objectives consistent with the mission and vision of HWS.
   3. Develop and administer operational policies.
   4. Oversee all programs, services, and activities to ensure that program objectives are met.
   5. Oversee business development.
   6. Ensure compliance with funding sources and regulatory requirements at Federal, State and local levels.
   7. Provide information for evaluation of the organization’s activities.
2. Fiscal
   1. Develop, recommend, and monitor annual and other budgets.
   2. Ensure effective audit trails and internal controls are maintained in accordance with GAAP and ~~A-133~~ 2 CFR regulations.
   3. Approve expenditures in accordance with board policy.
   4. Provide for proper fiscal record keeping and reporting.
   5. Ensure monthly financial statements are reported to the board.
   6. Prepare and submit grant applications and funding proposals as appropriate.
   7. Maintain contracts and implement policy in accordance with Workforce Innovation and Opportunity Act and State of Nebraska and other regulatory entities
   8. Sign checks as assigned in HWS policy and procedures.
3. Personnel
   1. Ensure appropriate personnel policies and procedures are developed and maintained.
   2. Ensure proper (legal) hiring and termination procedures and that adequate staffing in maintained.
   3. Supervise Director of Operations, Finance Officer, and Office Manager ~~and CFO~~ positions and ensure that annual performance evaluations are completed.
   4. Oversee any and all disciplinary actions.
   5. Provide for adequate supervision and evaluation of all staff and volunteers.
   6. Serve as the Equal Opportunity Officer and is responsible for:
      1. Serving as the recipient’s liaison with Civil Rights Center (CRC);
      2. Monitoring and investigating the recipient’s activities, and the activities of the entities that receive WIOA Title I funds from the recipient, to make sure that the recipient and its sub-recipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37;
      3. Reviewing the recipient’s written policies to make sure that those policies are nondiscriminatory;
      4. Developing and publishing the recipient’s procedures for processing discrimination complaints and making sure that those procedures are followed;
      5. Responding to the Nebraska Director of Administrative Services and the Commissioner of Labor about equal opportunity matters;
      6. Undergoing training (at the recipient’s expense) to maintain competency; and
      7. If applicable, overseeing the development and implementation of the recipient’s Methods of Administration.
4. Board Relations
   1. Assist the board chair in planning the agenda and materials for board meetings.
   2. Initiate and assist in developing policy recommendations and in setting priorities.
   3. Facilitate the recruitment and orientation of new board members through the Board Governance committee.
   4. Work with the board to raise funds from the community.
   5. Oversee all board committees and staff as appropriate.
5. Public Relations
   1. Serve as chief liaison with specific community groups.
   2. Ensure appropriate representation of HWS by all employees.
   3. Coordinate representation of HWS to Chief Elected Official, legislative bodies and other advocacy groups and individuals.
   4. Support brand management and messaging in community.
   5. Handle grievances for HWS according to policy.

**Qualifications and Expectations**

The Executive Director should:

* Be comfortable working with a board of diverse individuals and taking direction from the board.
* Be comfortable working in a team environment, with the board chair and the executive committee of the board.
* Be able to exercise situational leadership skills ranging from task management to strategic leadership.
* Be able to compose clear and concise written correspondence and e-mails as well as reports to accomplish work.
* Be experienced at overseeing administrative tasks in a timely and organized manner.
* At least 5-years’ experience in management (preferably nonprofit), with at least 3 years at an executive staff level.
* Possess significant knowledge of the field of relevant subjects and the issues that currently affect HWS.
* Possess excellent interpersonal skills that are reflected in an ability to interact professionally with all levels of HWS members as well as executives from professional organizations and people in the community.
* Possess the ability to work through systems to accomplish goals.
* Possess organizational skills that will permit managing work efficiently as well as working on several projects simultaneously, each at a different level of development.
* Have excellent oral presentation skills.
* Be able to handle changes and challenges in a positive and graceful manner.
* Be familiar with the role of electronic databases in a nonprofit organization.
* Be able to effectively provide ongoing support and direction to staff and programs at all locations and areas of service delivery.
* Education: Bachelor degree with Master’s degree preferred.