



Director of Strategic Initiatives Position Announcement

Employee Type: Full-Time
Position: 35 hours per week

Title: Director of Strategic Initiatives
Status: Exempt

Brooklyn Workforce Innovations (BWI, www.bwiny.org) is a non-profit, Brooklyn-based workforce development organization that changes the lives of more than 850 jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. BWI's eight skills training programs are nationally renowned for being among the most effective poverty-fighting solutions for adults from all five boroughs of New York City who have barriers to employment. BWI provides free training and job readiness, followed by at least two years of job placement and career-advancement support. Currently, BWI helps individuals begin careers in commercial driving, voice and data cable installation, TV and film production and post production, tech, and skilled woodworking, among other local sectors.

The Director of Strategic Initiatives will support BWI's 5-year strategic plan implementation, particularly in the areas of *Strengthening BWI's Foundation* and *Pursuing Growth through Innovation*. The Director will work on projects that vary widely in scope and duration, and they will collaborate with teams across the organization as well as external partners. The ideal candidate will be equally comfortable engaging in systems thinking or strategy development, and directly working on tasks that support program teams and advance BWI's work and mission. The Director will report to BWI's Director of Strategy and Evaluation.

Responsibilities:

- **Develop, and support adherence to, core program standards** that define BWI's model.
 - Engage in a discovery process with program staff, followed by a collaborative process to codify the processes and strategies that ensure BWI's industry-leading outcomes and impact.
 - Partner with program teams to facilitate strategic program delivery initiatives aligned with the BWI model.
 - Support internal sharing of best practices and learning experiences.
- Support program teams and BWI leadership in **researching and implementing strategy shifts** that will help the programs improve, grow, or pivot toward new opportunities.
- Research and develop **programmatic and organizational systems** that align with strategic plan goals, and in most cases, support transition processes such that other teams lead these activities long-term. Initial projects may include, for example:
 - Develop a new *professional development program* that is responsive to staff interests and organizational needs and promotes equity and growth opportunities across the organization. Launch and in some cases facilitate initial training initiatives related to professional development and develop a calendar and project plan for the organization to implement long-term.
 - Seek opportunities for *increased visibility* for the organization. Develop strategic goals around visibility and lead a marketing and branding project with outside consultants.
 - Design and implement a set of *mechanisms for applicant, trainee, and graduate input* that routinizes the collection and integration of beneficiary feedback in program organizational processes and investments.
- **Manage staff who provide cross-program support** in key priority areas for the organization, including BWI's Young Adult Recruitment Specialist.
- OTHER
 - Lead additional projects as BWI's strategic plan implementation evolves.
 - Supervise project consultants as needed.

- Manage additional duties as assigned.

Qualifications:

The ideal candidate for this position will possess a mix of familiarity with workforce development, collaborative project management, and staff management. The candidate will need to be comfortable performing a broad range of tasks, some highly interactive and some working independently. While the position will work closely with BWI's central leadership team (Executive Director; Director of Strategy and Evaluation; and Director of Contracts, People & Operations), they must also be able to work autonomously and exercise sound judgment and be able to respond to a diverse group of internal and external stakeholders in a timely and professional manner.

- Stellar project management skills; proven ability to build, communicate, and track progress toward timelines and milestones.
- Able to think big picture, tackle hands-on tasks, and help BWI's central staff and program teams.
- At least 5 years of experience in workforce development or delivering similar programs that support and empower low-income individuals.
- At least 2 years of experience managing staff strongly preferred.
- Strong written and verbal communication skills; ability to work well with highly diverse staff teams and external partners.
- Excellent computer skills; ability to learn new software platforms quickly.
- Strong commitment to equity and supporting diverse voices.
- Deep respect for and interest in serving low-income New Yorkers with barriers to employment. Strong commitment to BWI's mission.
- Ability to multi-task and exercise good judgment.
- Flexibility to work some evenings and/or weekends.

Compensation: \$85,000-95,000.

BWI offers a comprehensive benefits package, including health and dental insurance (after 60 day-day waiting period), life insurance, employee retirement savings plan, flexible spending program, and 12 paid holidays.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers reasonable flexibility in work schedules. Eligible for up to two days of remote work per week, with supervisor approval (full-time, in-person work will be required during portions of the year, based on program training schedules). **Workplace Health/Safety policy states that all new hires are required to be fully vaccinated against the COVID-19 virus.**

To Apply: No phone calls, please. Email cover letter and resume to Shawn Hegele, Director of Strategy and Evaluation, at shegele@bwiny.org. **Only applications with a cover letter and resume will be considered.**

***BWI is an equal opportunity employer.
People of color, community residents, and women are strongly encouraged to apply.***