



Grace Institute JOB DESCRIPTION

POSITION: Senior Director of Employment
REPORTS TO: Executive Director

SUMMARY DESCRIPTION:

The Senior Director of Employment is charged with providing leadership and strategic direction for job placement and retention functions. Grace Institute's goal is to place 80% of its graduates in full time positions within one year, while ensuring 60% retention after one year.

As a member of the Executive Team, the Senior Director of Employment will work closely with the Executive Director, Senior Director of Program, and Director of Development to ensure that the organization's mission is actualized.

RESPONSIBILITIES (to include but not limited to)

- Hire, train, lead, manage and evaluate a team of staff who are responsible for job placement and retention. Oversee employer cultivation strategy and implementation.
- Create, develop and oversee departmental systems to ensure positive communication and work flow among team members; ensure both employer and graduate needs are met; design forms and procedures as needed.
- Ensure department staff have the resources to complete their jobs; facilitate weekly individual supervision and team meetings to ensure goal attainment. Ensure strong staff performance and identify on-going training and development needs.
- Work closely with senior management to communicate employer feedback in order to keep curriculum and other program services current and demand driven.
- Oversee retention services as well as the strategy and provision of alumnae relationship building and support.
- Manage data tracking and analysis for placement and retention; provide statistical reports to management and funders; oversee Salesforce database for the department.
- Oversee the development and launch of new sector-focused initiatives; analyze labor market statistics and conduct focus groups to assess employer needs; assist with curriculum design.
- Assess trends in workforce development, stay current with the employment market and create linkages in the workforce community to raise Grace Institute's profile.
- Oversee department budget and work with executive director and senior leadership to determine funding and resources for program.
- Assist with spearheading organizational events.

Other

- Demonstrate a commitment to life-long learning and using a strengths-based approach, which focuses on strengths, abilities and potential, rather than problems, vulnerabilities and deficits, of individuals, their families and their communities.
- Help create and maintain a diverse, equitable and inclusive workplace and learning environment, and commit to principles against racism and combating gender inequality.
- Consistently exhibits Grace core values during the performance of job.
- Attends staff training and meetings as required.
- Performs other duties as assigned.

QUALIFICATIONS

- BA in related field, MA a plus
- Very strong leadership, management and supervisory skills, and a proven track record in maximizing employee performance
- Strong analytical and operational skills; experience with statistical analysis.
- 4+ years of experience in workforce development; knowledge of local job markets a plus
- Ability to work effectively with an ethnic, cultural and socially diverse participant population with a strong interest in social justice.
- Entrepreneurial spirit; willingness to create and launch projects from the ground up
- Superior organizational skills and follow-through
- The ability to connect quickly and authentically with people from a variety of different professional and cultural backgrounds
- Exceptional oral and written communication skills
- Able to maintain discretion regarding sensitive issues and confidential information.
- Ability to work both independently as well as part of a team

HOW TO APPLY

Grace Institute is an equal opportunity employer and is committed to the principle of diversity. We are particularly interested in receiving applications from a broad spectrum of people, including but not limited to women, minorities, individuals with disabilities and protected veterans. To apply, please send a resume to jobs@graceinstitute.org, along with a cover letter that concisely and clearly addresses why you would like to join Grace Institute AND how your experience has prepared you for the challenges of this role. Please include the title "Senior Director of Employment" in your subject heading.

ESSENTIAL WORKER STATUS

The Senior Director of Employment is considered an "Essential Employee" of Grace Institute. "Essential Employee" means that, in the event of an emergency affecting the agency, this position has been determined to be critical to the support and recovery of Grace. The definition of which employees are essential may vary depending upon the circumstances and will be determined by the Grace Crisis Management Team [or Senior Staff]. Essential employees must be available when contacted by the Executive Director to report to work as scheduled [or required]. This is a condition of employment. Essential Personnel may only be excused from their work by obtaining the permission of their supervisor, provided there is a suitable replacement.