



NORTHWEST PRIVATE INDUSTRY COUNCIL, INC. WORKFORCE INVESTMENT BOARD

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Serving the Counties of: Kittson, Marshall, Norman, Pennington, Polk, Red Lake & Roseau

Northwest Private Industry Council (NWPIC) is seeking an Executive Director

If you are a passionate, self-motivated, relationship builder and leader who is eager to serve as a connector and creator of innovative systems for job seekers and employers in Northwest Minnesota, the Northwest Private Industry Board is looking for you!

This is a unique position in northwest MN, and one of only 16 in the state. The successful candidate will enjoy the challenge and accomplishment of positively impacting the prosperity of residents of a seven county region, which includes many large manufacturing and health care employers. He or she will appreciate a tremendous variety of opportunities and use multiple talents to engage individuals at the local, regional and state level, to execute and administer detailed plans and contracts, to align partners behind strategic plans, and to build collaboration throughout the region. The Executive Director is able to rely on a committed Board of Directors while working autonomously to meet objectives. Pay and benefits are competitive for the region. Salary is dependent upon experience and the current range is between \$50,000 and \$65,000 annually, with matching retirement benefits up to three percent. Currently, no health insurance is offered as part of the compensation package.

About Us: Northwest Private Industry Council is an independent, non-profit agency with a long history of serving as the administrative agency connecting job seekers and employers in Northwest Minnesota. NWPIC provides administration, oversight, and strategic direction of workforce development programs in Northwest Minnesota. By coordinating robust services, we help connect jobseekers, students and young adults to employers and businesses in the area.

Your Role: The Executive Director will apply best practices and lead the organization by successfully:

- Planning, implementing and directing local workforce development programs
- Building strong community relationships with employers, businesses, and partner organizations
- Researching, writing, and following up on grants, including local and regional planning
- Overseeing contracts for program delivery of state and federal client programs
- Providing staff support for the Workforce Development Board and the Joint Powers Board
- Engaging with Minnesota Association of Workforce Boards, DEED, and DOL to stay current on legislation, development and policy and program interpretation
- Innovate with community and employers to offer new or enhance existing services
- Managing a budget with multiple revenue streams
- Performing additional duties as required

You will report to the Executive Committee of the Workforce Development Board and Joint Powers Board officers.

What we are looking for:

We are looking for a strong leader with developed analytical and influencing skills. You must have the ability to manage grants, budget, projects, and processes across functional areas. In addition to experience managing a services group, the ideal candidate will have:

- Bachelors or equivalent training and/or experience. Education beyond a Bachelor's degree in Human Services, Business Administration, or Organizational Development, preferred
- Demonstrated leadership skills
- Effective written and oral communication abilities, including the ability to speak comfortably before small and large audiences and to engage in open dialogue
- Ability to learn and convey complex concepts accurately and succinctly to distinctly different audiences, (both orally and in writing)
- Knowledge and skill regarding administration of an entity with responsibility to oversee state and federal programs, grants, and administrative processes
- Strong commitment to improving employment and economic opportunities for all members of the community
- Experience managing a budget with multiple revenue streams
- Professional representation of the NWPIC at local, regional, state and national functions as assigned
- Working knowledge of federal and state laws relating to Workforce Development, preferred
- Travel required to area and regional meetings, St. Paul, and other training venues

If you are self-motivated, flexible, and ready to make a difference, please consider applying and exploring our website at www.nwpic.net. Please submit your resume and letter of interest to be received by **June 12, 2019 at 4:00pm, to:**

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