



Job Posting	Internal Date Posted: February 2, 2012 External Posting Date: February 2, 2012 Closing Date: March 2, 2012
Position Title:	Director of Planning and Development
Starting Salary:	\$66,913 to \$83,636 annually (Level 301)
Minimum Education:	Bachelor's Degree required. (Masters preferred)
Minimum Experience:	A minimum of 10-15 years experiences working in planning and development capacity including management and leadership positions
Minimum Knowledge, Skills & Abilities: (Partial List)	<ul style="list-style-type: none"> • Strong knowledge and significant successful experience in developing public and private grant proposals; including specific knowledge and experience related to US Department of Labor Employment and State Department of Workforce Development programs and initiatives. • Strong understanding of local workforce development system and related human services and economic development systems and ability to build strong partnerships with key agencies. • Strong understanding and significant experience working with high level public and private leaders as well as strong understanding and experience working with non-profit • Strong experience and ability to conduct labor market and socio-economic research and analysis. • Must understand public grants compliance regulations and procurement rules. • Strong understanding and experience working with public policy and policy-makers. • Ability to read, analyze and interpret documents such as program manuals, operations plans, technical procedure manuals, various state and federal government regulations, professional journals and general business related periodicals and/or journals. • Strong written communication skills with the ability to write reports, business correspondence, and procedure manuals. • Strong oral communication skills with the ability to speak effectively, present information and respond to questions from groups of managers, clients and/or customers. • Ability to work with mathematical concepts such as probability and statistical inference. • Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations and various forms of data reports. • Ability to identify problems, collect data, establish facts and draw valid conclusions. • Excellent problem solving skills. Ability to interpret a variety of instructions furnished in written, mathematical, oral, diagram or schedule form. • Ability to lead, plan, organize and evaluate employment and training programs through a comprehensive, integrated service delivery model. • Ability to facilitate consensus-based, group decision-making process. • Experience in planning and evaluating supportive service needs and developing planning recommendations for system improvements to link job seekers to employment opportunities. • Ability to work as a team member, utilizing team resources as appropriate. • Ability to work independently. • Knowledge of PC applications including Windows, Microsoft Office software and Internet. • Must demonstrate proven leadership and decision-making skills. • Ability to work on multiple projects simultaneously.

Interviews may be conducted during the posting period.

<p>Duties: (Partial List)</p>	<ul style="list-style-type: none"> • Direct all activities that support the MAWIB planning and development requirements. • Ensure compliance with local, state and federal organizational planning requirements, including the development of the local WIA plan and maintaining appropriate Board composition. • Develop an organizational fund development plan and oversee the development of agency grant applications and funding requests. • Coordinate partnerships with local, state, and federal grants officers and program officers as well as local and national foundations and corporate givers. Ensure grants compliance and reporting. • Oversee research activities related to labor market and significant socio-economic matters impacting workforce and economic development. • Provide strategic leadership to management team in conducting evaluations of program outcomes and activities. • Research and identify program models and strategies to be incorporated into the local workforce development system. • Ensure program procurement meet the needs of the organization including development of RFP's and evaluation tools. • Serve on external public and private task forces and committee's in order to advocate and ensure the interests of the organization. • Work with Board of Directors and committee's to conduct the responsibilities of the Board including setting strategic direction, goals, and objectives. • Provide general support to resolve items or issues brought forth by Board/Committee members and the CEO.
<p>To Apply:</p>	<p>Send cover letter and resume, stating the position that you are applying for, to:</p> <p style="text-align: center;">Human Resources Milwaukee Area Workforce Investment Board (MAWIB) 2342 N. 27th Street Milwaukee, WI 53210 Fax: (414) 225-2375; E-Mail: hr.manager@milwaukeeewib.org</p>

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