

POSITION: EXECUTIVE DIRECTOR DATE: 1/6/2025

SUPERVISOR: BOARD CHAIR APPROVAL DATE: Date

PRIMARY LOCATION ASSIGNMENT(S): ☐ REMOTE ☒ WBLV ☒ OUTSIDE LOCATION(S): schools, fairs, other remote locations

EXEMPTION STATUS: ☒ EXEMPT ☐ NONEXEMPT ☐ TEMPORARY

HOURS WORKED: ☐ PART-TIME ☒ FULL-TIME ☐ GRANT-BASED

SUPERVISORY ☒ YES ☐ NO

SUMMARY

The Executive Director of Workforce Board Lehigh Valley (WBLV) leads the region's workforce development system, overseeing the PA CareerLink® Lehigh Valley network and its strategic initiatives. The role ensures compliance with the Workforce Innovation and Opportunity Act (WIOA), federal and state funding requirements, and local governance structures. The Executive Director also develops partnerships across economic development, education, business, and government sectors to enhance workforce alignment and improve service delivery.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as Executive Director to the Chief Elected Officials (CEOs) under WIOA, facilitating governance and strategic direction for the Workforce Board.
- Collaborate with CEOs to recruit and appoint Board members, develop by-laws, and ensure board governance.
- Lead and support all standing committees of the Board, including Strategic Planning, Finance, and Executive Committees.
- Guide the development and implementation of WIOA-compliant workforce policies and local plans in coordination with the PA Department of Labor & Industry.
- Promote alignment across workforce, economic development, education, planning, and industry to support regional growth.
- Oversee the PA CareerLink® Lehigh Valley Operator, ensuring excellent customer service and ensuring federal and state performance goals are met, as well as all ensuring mandated partners are involved.
- Lead the design and implementation of new programs, including virtual platforms and employer-driven initiatives.

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We are an equal opportunity employer, and we welcome diversity in all forms. Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions of the job.

JOB DESCRIPTION: EXECUTIVE DIRECTOR

- Advocate for WBLV at the national, state, and local levels to elevate the region's workforce profile.
 - Build strong relationships with community stakeholders, including elected officials, legislators, educational institutions, and employers.
 - Develop and oversee budgets, contracts, staffing plans, and strategic initiatives.
 - Ensure equitable and respectful service delivery to all workforce system customers, including youth, adults, and dislocated workers.
 - Lead cross-program alignment of services to enhance system efficiency and outcomes.
 - Identify and secure public and private funding opportunities through grant writing and strategic partnerships.
 - Oversee labor market data analysis in partnership with the Center for Workforce Information and Analysis (CWIA); publish reports such as the Lehigh Valley Dashboard and Annual Report.
 - Monitor activities supporting development of funds geared towards those most in need.
 - Perform other duties as assigned.
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REQUIRED EDUCATION & SKILLS

- Bachelor's degree in Public Administration, Business Administration, or related field, or equivalent experience.
 - Strong oral and written communication skills.
 - 10+ years' experience of leadership in similar settings
 - Experience in working with elected officials and public/private stakeholder collaboration.
 - Strategic planning, budgeting and public policy expertise.
 - Proven leadership, organizational, supervisory capabilities and board engagement.
 - High ethical standards and sound decision-making abilities.
 - Strong conflict resolution and multitasking skills.
 - Ability to interpret and write legally compliant policies, grants, and contracts.
 - Familiarity with Lehigh Valley labor market and workforce development systems is preferred.
 - Knowledge of the Workforce Innovation and Opportunity Act (WIOA), and working with the PA department of Labor and Industry is a plus.
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ADDITIONAL INFORMATION

- This position is not remote and requires local travel.
- WBLV is an equal opportunity employer. Reasonable accommodations may be provided to individuals with disabilities.

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