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| **Job Title:** | Vice President of Economic and Workforce Development |
| **Reports To:** | Chief Operating Officer |
| **Department** | Economic & Workforce Development |
| **FLSA Status:** | Exempt |
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| **Summary:** | |
| The Vice President of Economic and Workforce Development oversee the direction, coordination and implementation of LAEDC’s strategic priorities, programs, budgets, relationships and activities in the Business Assistance, Industry Cluster Development, and Workforce Development departments.  The VP will drive the agenda, programs, and tactical initiatives related to talent and workforce development, industry cluster development, policy and additional strategic initiatives in several key industries, such as: Advanced Transportation, Aerospace, Bio/Life sciences, Ocean and Entertainment. The VP will manage initiatives with relevant industry leaders, public officials, educational institutions, business/industry associations, workforce development boards, community members, non-profit organizations, philanthropy and other regional economic development partners to advance workforce development, regional industry cluster development, and business assistance programs in support of key growth industries. The VP will lead LAEDC’s effort to provide business technical assistance to the diverse business community in the Los Angeles region in partnership with governmental, philanthropic and industry.    The VP will interface with all levels of LAEDC personnel, Executive Committee, Board of Governors, LAEDC member firms, government, philanthropic organizations, community-based organizations, talent development institutions and the larger external community, and will work with the VP of External Relations to develop effective internal and external communication strategies, policies and programs to achieve LAEDC’s mission and vision.   |  | | --- | | **LAEDC’s Culture** **of Inclusion** | | LAEDC is committed to cultivating and preserving a culture of inclusion and connectedness. Understanding that we, like the population we serve, come from all walks of life and are a stronger organization because of it, the LAEDC is committed to a culture that values and prioritizes diversity and free expression within its team. We are proud to be an equal opportunity employer that stays true both to our roots here in Los Angeles County and to our mission by ensuring that anyone, regardless of one’s background, origin, orientation, or station in life, and other characteristics that make our employees unique, can find a home at the LAEDC with our team. | | |
| **Duties** | |
| * Oversee the **development and management of LAEDC programs**, funding/grant sources, budgets, financial planning, staff development, and reporting of programmatic activities. | |
| * Oversee, manage and staff LAEDC’s **strategic industry cluster development**, programs and initiatives. Responsible for **operationalizing new councils and sub-committees**, as demand and available resources dictate and permit.   + Collaborate with regional economic development organizations and partners in public and private sectors to develop programs and initiatives to maximize job growth and stimulate economic development activities in the region. * Oversee, manage and staff LAEDC’s **business technical assistance** strategy, programs and initiatives. Responsible for efficiently operationalizing and directing strategic business consulting to businesses throughout Los Angeles County, including small businesses and micro-enterprises, by leading the team providing hands-on business attraction, retention, expansion, job growth and layoff aversion assistance to companies. * Oversee, manage and staff LAEDC’s **workforce development strategy, programs and initiatives**, as well as direct LAEDC workforce-focused councils and sub-committees across all industry-sectors.   + Execute LAEDC’s **regional talent development agenda**, including the development of employer-driven programs with community college career education leaders, local workforce development boards, CSUs, universities, other talent development-related institutions, industry council members, industry stakeholders, governmental partners and community stakeholders. | |
| * Serve as an **external representative** of LAEDC to relevant industry leaders, public officials, educational institutions, nonprofit partners, business/industry associations and community members by delivering economic and workforce development expertise, and promote LAEDC through presentations, public speaking, media interviews, and other public engagements to develop and maintain strategic partnerships and a pipeline of new opportunities aligned with LAEDC’s vision.   + Lead **regional discussions with stakeholders** regarding business assistance, workforce and talent development, industry cluster development, and policy issues. * Oversight, development and supervision of **strategic relationships, projects, initiatives and programs** with established economic development providers, funders, regulatory agencies and units of government within the designated service delivery areas. * Provide **organizational leadership to support the interdepartmental collaboration** and programs, and partner with VP of Strategic Relations to ensure the development and implementation of effective internal and external communications strategies, policies and fundraising activities. * Responsible for **compliance level tracking and reporting** of all activities, including, but not limited to, program budgets, individual company contact data, interaction with other agencies, service providers, and required communication with units of government and other funders. * Responsible for **writing proposals / grant**s to increase funding opportunities for LAEDC. * Oversight for **people, resources, and projects**, including workflow to accomplish objectives, employee training, and fostering a stimulating team environment for collaboration, learning and a culture of professional performance. * Ensure all activities **support the LAEDC’s mission**, goals and objectives. | |

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| **Competency:** |
| To perform the job successfully, an individual should demonstrate the following competencies:  Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.  Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.  Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision.  Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.  Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.  Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. |
| **Qualifications:** |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  **Education/Experience:** Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.  **Language Ability:**  Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.  **Math Ability:**  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.  **Reasoning Ability:**  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.  **Computer Skills:**  To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software and Contact Management systems.  **Qualified Applicants:**  The LAEDC will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local Fair chance laws including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance (FCIHO). The LAEDC is an Equal Opportunity Employer. For further information about LAEDC, please visit our website at [www.laedc.org](http://www.laedc.org)  **Supervisory Responsibilities:**  Directly supervises at least two employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. |
| **Work Environment:** |
| This position will operate in a hybrid schedule. The employee will base work from the home office 40% of the work week, and additional time as needed with the option to work remotely on the remaining time. Employees are required to reside in the Los Angeles County Region. The organization will continue to assess the hybrid environment and adjust to meet programmatic needs accordingly.  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. |
| **Physical Demands:** |
| The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms and climb or balance.  ***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.***    *Employee Signature Date*    *Supervisor Signature Date* |