

# HAMPTONROADS WORKFORCECOUNCIL

## POSITION DESCRIPTION

**JOB TITLE:** Senior Director of Talent Development  
**Division:** Business Services  
**Reports to:** Vice President of Workforce Innovation  
**FLSA Status:** Exempt  
**Created Date:** May 15, 2019

### **JOB SUMMARY**

This position will be responsible for the vision, leadership, strategic direction and management of the Council's regional talent programs and initiatives. The responsibilities will include, but not be limited to, leading the Council's strategies to develop a targeted talent pipeline of highly skilled, career ready individuals to ensure that the region's workforce meets the needs and anticipated needs of the area's employers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate the activities related to the Talent Gap Alignment Strategy Analysis.
- Establish and maintain partnerships with key external community stakeholders to develop and execute talent strategies and initiatives and address regional workforce needs
- Develop communication platforms to support the approaches of the Hampton Roads Coalition for Talent Development.
- Engage with partners to provide quality programs and services to the region's businesses, young professionals, universities, local organizations and to support workforce development.
- Identify the structures and secure the resources needed to ensure the success of the regional talent programs/initiatives.
- Manage the existing partnership with the region's public-school districts and with 150 business partners through Regional Advisory Boards in high demand industry clusters.
- Assess immediate and long-term talent trends and recommend appropriate programming, initiatives, and expansion efforts
- Assess current programs/initiatives and make suggestions for improvement and expansion
- Collect data and submit reports regarding talent programs and initiatives to ensure a Return on Investment of the effort.
- Serve as the Council's representative on appropriate talent boards/committees at the local/state level and attend meetings pertaining to the Council's talent programming and initiatives
- Handle other projects or duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- Supervise all personnel as may be assigned.

### **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. Occasional travel may be required for business related activities.

## **CERTIFICATES, LICENSES, REGISTRATION**

- Must maintain the ability to pass a criminal background check, if required.
- Must maintain a valid driver's license, access to reliable transportation, and automobile insurance in accordance with applicable laws.

## **EDUCATION and/or EXPERIENCE**

- Bachelor's Degree.
- Ten years of relevant professional experience.
- Eight years managing and directing teams.
- Proven experience in metrics-based performance results in talent development.
- Fund raising and/or grant seeking experience with proven results.

## **SKILLS AND ABILITIES**

### **LANGUAGE SKILLS**

- Excellent communications, written and oral, skills.
- Ability to build and sustain relationships, both internally and externally.
- Ability to engage in public roles when interfacing with a wide array of partners.

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.
- Ability to develop budgets, read and interpret financials, graphs, etc.

### **REASONING ABILITY**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to deal with a few abstract and concrete variables, exercising judgment, resourcefulness, ingenuity, and initiative.
- Ability to exercise discretion while managing confidential information.

### **OTHER SKILLS AND ABILITIES**

- Computer Knowledge to include: Microsoft Office programs and social media platforms.
- Strong organizational skills and attention to detail.

## **WORK ENVIRONMENT**

Work will normally be performed in an office environment.

## **SIGNED AND DATED**

**I have read a copy of this job description and agree that I am able to perform the essential functions of the job with/without a reasonable accommodation.**

Employee Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Management Signature: \_\_\_\_\_ Dated: \_\_\_\_\_