



## Mississippi Valley Workforce Development Board

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### **STRATEGIC PARTNERSHIP SPECIALIST JOB DESCRIPTION**

**REPORTS TO:** Executive Director

**JOB TYPE:** Full-time Employee

**FSLA STATUS:** Exempt

#### **ORGANIZATION**

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The Mississippi Valley Workforce Development Board (MVWDB) is seeking an energetic, highly motivated, goal-oriented professional to join our team. The MVWDB oversees the workforce ecosystem in the eight-county area of Des Moines, Louisa, Henry, Lee, Clinton, Jackson, Muscatine, and Scott counties. The primary duties of this position include but are not limited to workforce business services, cultivating partnerships, oversight of the Incumbent Worker Grant Program, development of sector strategies, and analysis of Labor Market Information.

This exciting opportunity has arisen to join MVWDB in the face of economic need. MVWDB is designing and implementing strategies to ensure employers have the skilled labor force needed to meet current and emerging demands. MVWDB is committed to taking an impact-focused approach to applying research and design principles to develop our services to ensure they make a tangible difference for local area businesses and job seekers.

#### **RESPONSIBILITIES**

- Assist the Executive Director and the CEOs to coordinate and generate board member involvement and commitment while ensuring staff support to MVWDB, its executive committee, and all standing and ad hoc committees including recruitment, orientation, and continuous training of workforce board members.
- Assist the executive director to serve as the voice of MVWDB at the local, state, and national levels through attendance at conferences, meetings, and presentations.
- Oversee the Business Services Teams at the One Stop Centers, scheduling meetings, helping to set goals, and providing guidance as needed to form a successful and productive team.
- Ensure coordinated business services with MVWA Partners, One Stop staff, and other community partners.
- Oversee and direct the Workforce Innovation and Opportunity Act Incumbent Worker Training Grant program.
- Provide support and coordination to the MVWDB Business Committee.

- Gather, comprehend, and effectively communicate Labor Market Information to drive workforce system decision-making.
- Through community conversations and focus groups, engage existing partners, and build relationships with new businesses, educational institutions, and community-based organizations related to sector strategies.
- Serve as the neutral convener for sector partnerships; keep the partnership on track and moving forward to accomplish the goals of the businesses in the partnership. The convener is the backbone of the sector partnership, providing administrative, project management, and facilitation support to keep the partnership focused and productive.
- Represents MVWDB in the community to recognize, assess, and respond to community needs and concerns; coordinate efforts with various service providers, government officials, and economic development organizations to resolve issues of mutual concern, and prepare reports noting trends or escalating issues.
- Build partnerships with private sector leaders to gather information about current or projected hiring needs, collect employer feedback about existing workforce services, and broker the development of new initiatives to fill skill gaps, as needed.
- Develop a partnership scope to guide decision-making on entities to approach for new partnerships (e.g., based on the needs of customers or a gap in existing service delivery).
- Based on the needs of local area and data, propose innovative programming to the board and Chief Elected Officials.
- Research trends and best practices in industry sectors and promote and support the education of area employers and business advocates.
- Lead efforts to develop and implement career pathways with representatives of secondary and postsecondary education programs.
- Conduct Workforce Development trainings on sector partnerships.
- Attend all relevant workforce board committee meetings and have appropriate staff provide administrative support including minutes, agendas, and other related documents.
- Other tasks as determined by the Executive Director or the MVWDB.

## **QUALIFICATIONS**

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- Bachelor's degree in public policy, business, urban planning, public administration, or a related field or 5+ years of related work experience required.
- Specialized background with knowledge regarding employment issues, workforce development, job training, strategic planning, policy and program development, and program evaluation a plus.
- Knowledgeable in local economic conditions, educational and workforce trends, as well as local and state economic development policies and programs desirable.
- Experience running major and complex projects from start to finish (3+ years in project management) essential.
- Skills in working with data, analytics, and reporting a plus.
- Experience in public speaking and comfortable presenting to large groups of stakeholders required.

- Analyze, plan, and develop requirements and standards for projects essential.
- Experience managing internal and external stakeholder relationships is desirable.
- Sound technical skills, and interest and appetite to learn new systems and processes required.
- Proficiency in Google Suites, Microsoft Word, Excel, PowerPoint, and Outlook mail and calendar; Dropbox, Zoom, and using the Internet, knowledge of Canva a plus.
- Highly motivated, with a strong work ethic, a positive attitude, and demonstrated ability to work both independently and in a team.
- Excellent interpersonal skills to establish and maintain effective working relationships with all levels of management officials and outside groups.
- Excellent verbal and written communication skills including proficiency in record keeping, business letter writing, and report preparation and proofreading.
- Ability to work independently, effectively prioritize work, manage multiple tasks, meet deadlines, and adjust work priorities as needed to meet the Board's objectives.
- Ability to use discretion in maintaining confidentiality and handling sensitive information.
- Willing to work a flexible schedule and travel as needed to meet the needs of MVWDB required.
- Must be able to travel within the eight-county local workforce area on a regular basis and occasionally travel outside of the workforce area to attend and/or facilitate meetings, conferences, or events required.

## **EXPECTATIONS**

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- Work 40 hours a week, on a flexible schedule to accommodate all board, and committee meetings, and other required events as deemed necessary by the MVWDB.
- Work from a home office when not attending board-related events and meetings, unless otherwise designated after the probationary period.
- Keep all MVWDB confidential documentation in a locked filing cabinet on location at a One-Stop Center or at his/her home office.
- Will not enter into any agreement with respect to MVWDB with any association, partnership, or company in which the individual has a financial interest without the prior written approval of the MVWDB. The individual shall comply with all Iowa laws and policies adopted by the MVWDB related to the ethics and conduct of public employees.
- Will not during employment or at any time, thereafter, disclose any confidential information concerning the business or affairs of MVWDB, except as required by law.
- Will retain, or direct the retention of, as required by Iowa law, all records of MVWDB, MVWA, and CEOs, and all such retained records will remain in the custody of the MVWDB at all times.

## **SALARY & BENEFITS**

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The starting salary for this position is \$60,000-\$65,000 with an excellent benefits package from Muscatine County. Salary will be commensurate with the individual's experience and

qualifications. This salary shall be renegotiated at the end of any of MVWA's fiscal years in which the MVWDB fails to appropriate money or when there are cuts to WIOA funding for the upcoming fiscal year insufficient for the performance of the functions provided by this position. The MVWDB shall make, in good faith, all reasonable efforts to secure the necessary funding for the position filled for the operation of MVWA.

*Equal Opportunity Programs/Employer  
Auxiliary aids and services are available upon request for individuals with disabilities.*