

Jane Addams Resource Corporation - Baltimore
Job Description

Title: Site Director

Program(s): Sectoral Job Training and Business and Workforce Services

Supervises: JARC Baltimore Management Team

The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty.

JARC helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC's training programs target middle skills gaps in the manufacturing sector, such as Computer Numerical Control (CNC) machinist, additive manufacturing and robotics, and serve a variety of populations:

- *Careers in Manufacturing Programs (CMP) – Provides job training and employment services to a variety of adult job seekers, including dislocated workers and job seekers with barriers to employment.*
- *Business and Workforce Services (BWS) – Designs and executes customized training classes for industry employers partners and their incumbent workers.*

The Site Director oversees all aspects of JARC's training programs, including program implementation, operations, supervision of personnel, external partnership relations and fundraising activities.

Essential Functions:

Programmatic Responsibilities:

- Partners with workforce centers, local WIBs, city and county authorities and other workforce funders and intermediaries
- Manages all phases of annual WIOA certification and MHEC accreditation
- Assists Development Director in grant writing and development efforts, including government funders and foundations
- Develops and maintains strategic relationships with key stakeholders, private funders and employers
- Supervises management team
- Leads/oversees reporting to government and foundation funders, including ensuring high standard of data quality
- Partners with Director of Manufacturing and Program Director to ensure programmatic goals are met; ensures that programs follow our best practice model and processes
- Ensures annual and grant-related CMP and BWS goals are being met
- Promotes JARC values, including REI, continuous quality improvement, unquestionable ethics, nimbleness/flexibility, and several others
- Other duties as assigned

Operational Responsibilities:

- Prepare and oversee annual work plans and budgets in coordination with the Finance Department and President
- Other duties as assigned

Team Functions:

- Participates in Strategic Planning
- Serves as MHEC accreditation and compliance resource
- Serves as WIOA, EARN and other governmental funding resource
- Leads the Management Team

Qualifications:

- A minimum of a Bachelor's Degree
- Experience in workforce development and non-profit programs
- Experience in grant writing and grant management
- Solid working knowledge of Microsoft Office and database applications
- Excellent interpersonal, organizational, verbal and written communication skills
- Experience preparing and managing budgets

Terms/Conditions:

Full-time/Permanent

FLSA Exempt

Management

Criminal Background Checks Required

Salary range: \$75,000-\$85,000

*Jane Addams Resource Corporation-Baltimore is an Equal Opportunity Employer
Minority/Female/Veteran/Disabled/LGBTQ/Gender Identity/LGBTQ encouraged to apply*