

## Executive Director, Atlanta CareerRise

Atlanta CareerRise is a workforce funders collaborative founded in 2011 (overview attached) and managed by United Way of Greater Atlanta on behalf of about a dozen local funders. Its mission is to increase regional prosperity by creating and strengthening partnerships and systems that meet employer needs for skilled talent and connect metro Atlanta residents to sustainable wage careers. It is an affiliate of the National Fund for Workforce Solutions, a national nonprofit.

Reporting to the Atlanta CareerRise Leadership Council and Senior Executive Director of Income, United Way of Greater Atlanta, the Executive Director is responsible for the initiative's overall success. The Executive Director is charged with building on CareerRise's track record, realizing the initiative's vision, maintaining continued financial stability and achieving excellent outcomes for participants and businesses as well as workforce systems and policy changes aligned with initiative goals.

The Executive Director is the chief spokesperson for the funders' collaborative to both internal and external constituencies. S/he will lead and manage the organization's strategic and operational plans, including staffing, resource and budget planning, and will steward relationships with CareerRise' funders, business and community partners. S/he will also provide forward-thinking leadership and manage in an open, collaborative environment.

The Executive Director of CareerRise is currently an employee of United Way of Greater Atlanta in the Community Engagement Department. As the initiative is currently considering opportunities to grow and scale regional impact, the Executive Director will lead evaluation of alternative organizational structures and subsequent implementation as part of CareerRise's next phase.

### Key Responsibilities

#### STRATEGIC AND SUSTAINABILITY PLANNING AND LEADERSHIP

**Staffing the Leadership Council and any Committees.** The Executive Director will lead a collaborative process with the Council and its committees, staffing them, executing decisions effectively, and ensuring that the Council and its committees are informed of critical developments in a timely and effective manner. S/he will lead organizational planning and implement changes in organizational structure, including possible 501(c)3 formation, in the continued development of Atlanta CareerRise.

**Grant making and grants management.** The Executive Director will be responsible for soliciting, managing the selection process and managing all grants or subcontracts awarded by the initiative. S/he will communicate regularly with grantees, analyze grantee progress, provide support to help grantees

achieve their goals, and ensure that grantee work plans and goals are consistent with CareerRise's goals.

## SYSTEMS CHANGE AND THOUGHT LEADERSHIP

**Thought Leadership and Advocacy.** The Executive Director will participate in professional learning regarding workforce development best practices nationally and bring innovative thought leadership and practices to the region to advance the goals of Atlanta CareerRise. The Executive Director will identify and establish partnerships with national and local organizations to implement advocacy and systems change goals in accordance with CareerRise's mission and vision.

## FUNDRAISING

**Fundraising and Reporting.** The Executive Director will be responsible for developing and implementing a fundraising plan for the initiative, bringing additional funders into the Leadership Council, maintaining strong relationships with existing funders, and seeking and responding to competitive grant opportunities. The Executive Director will negotiate work plans and contracts with public funders that support the CareerRise initiative, and will assure that each funding source receives reports on program results and finances in accordance with reporting requirements and grant compliance.

## COLLABORATIVE MANAGEMENT

**Measuring Initiative Impact.** The Executive Director will be responsible for developing and overseeing CareerRise' evaluation efforts, including contracting with any external evaluators, designing data collection procedures and templates for grantees, facilitating the regular collection and reporting of participant and business impacts, and assisting grantees and subcontractors in outcomes measurement that helps the funders assess the impact of the initiative.

**Building a Learning Community.** The Executive Director will ensure that learning and collaborative action among grantees, funders and other stakeholders are maximized, overseeing and developing such efforts as capacity building workshops, peer learning groups, tools and publications based on CareerRise's learning and evaluation, presentations and webinars as appropriate.

**Participation with the National Fund for Workforce Solutions.** The Executive Director will participate in National Fund site director activities and peer learning opportunities, meet reporting requirements and share learning with the National Fund to ensure that Atlanta CareerRise remains in good standing as an affiliate of the National Fund as specified in its affiliate MOU.

**Overseeing Collaborative Operations:** The Executive Director will be responsible for regular communications with all consultants and contractors retained by CareerRise. Complying with the policies of the United Way of Greater Atlanta, the Executive Director will ensure CareerRise operations, financial reporting, and any collaborative policies are appropriate and current. S/he will recruit, hire and

oversee any administrative or program staff of the CareerRise initiative and ensure that the organization is effectively structured and managed.

**Adapting to Environmental Changes.** The collaborative is agile and entrepreneurial, and needs to adapt and evolve as the economy and workforce system evolves to ensure that its relevance and added value remain strong. This job description is intended to be general and is subject to periodic updating as the initiative changes over time.

## Qualifications

1. Deep knowledge of workforce development practices, systems, financing, and program design, including familiarity with grant making, grants management, evaluation and performance management.
2. Demonstrated success in developing and implementing strategic initiatives at the systems change level, showing ability to envision, align, and facilitate changes in both practice and policy.
3. Seven to ten years of relevant work experience with a proven record of accomplishment in managing complex and collaborative programs with a wide variety of stakeholders.
4. A minimum of 3 to 5 years of managerial experience.
5. Bachelor's degree required; Master's degree in related field (e.g. MBA, MPP, Public Administration, or Social Work,) from an accredited university preferred.
6. Experience with fund raising, including grant writing and proposal development, required.
7. Demonstrated leadership and relationship building skills, including the ability to manage a board-level directors and stakeholder groups, the ability to develop and project a vision for an initiative, and the ability to represent organizations in public.
8. Management skills and experience with complex, multi-component programs, organizations, or initiatives, including a track record of change management.
9. Strong financial management skills, including budgeting and cash flow management required. Experience with federal funding preferred.
10. Experience with public policy advocacy and communications preferred.

11. Familiarity with Microsoft Office products.

## 12. PERSONAL CHARACTERISTICS

- Mature interpersonal style, ability to interact well with a diverse range of people and be inclusive, flexible, creative, energetic, and fair minded.
- Willingness and aptitude to work effectively in an environment of collective decision-making and cross-disciplinary cooperation.
- A firm commitment to the ACR mission of improving results for families, promoting racial and ethnic equity and inclusion and creating pathways to opportunity.
- Ability to prioritize appropriately among multiple competing demands in a manner consistent with the mission of promoting data-driven, research-based decision-making.
- Ability to work successfully under the pressure of tight deadlines and with limited financial and personnel resources.
- Participative and collaborative work style; ability to give and receive feedback.
- Accepts responsibility and takes charge of results.

## 13. REQUIRED BACKGROUND CHECKS

Georgia Background check (GCIC)

National Sex Offender Public Registry (NSOPR)

Credit Score

## Application Instructions

Interested individuals should electronically submit a resume, contact information for three references and a cover letter addressing the following three questions **by Monday, December 31, 2018** to [cking@unitedwayatlanta.org](mailto:cking@unitedwayatlanta.org). Please reference CareerRise Executive Director in the subject line. No phone calls please.

**The cover letter should summarize your qualifications and specifically address the following questions.** Please identify the question and/or number in your response.

1. What experiences have best prepared you to engage employers to meet their need for skilled talent and move individuals to middle skill careers?
2. How might you utilize a race, equity and inclusion lens to shape the work of Atlanta CareerRise?
3. What experience have you had leveraging philanthropic dollars to influence a complex system?

## Collaborative Overview

Atlanta CareerRise is a workforce funder's collaborative implementing the National Fund for Workforce Solutions' model of employer-led sector partnerships that serve both underemployed individuals and employers who need skilled talent. Atlanta CareerRise is a regional intermediary that brings together public, private, and philanthropic organizations to target and align resources, and promote collaboration, innovation, and best practice in order to create a highly functioning workforce development system.

**The mission of Atlanta CareerRise is to increase regional prosperity by creating and strengthening partnerships and systems that meet employer needs for skilled talent and connect metro Atlanta residents to sustainable wage careers.**

CareerRise programmatic activities fall into three broad categories:

- **Funding and Support for Sector Partnerships**

Our employer-driven Industry Partnerships effectively serve a significant number of individuals in the region to advance them on career pathways toward sustainable wage careers. Since 2012, CareerRise has supported industry partnerships in healthcare, logistics, electronics manufacturing, construction, hospitality, information technology and HVAC maintenance. These partnerships have served over a thousand individuals, who have earned over 2000 industry-recognized credentials.

Independent evaluation has shown significantly better outcomes for CareerRise program participants than demographically matched individuals who received training administered through local workforce development boards, with our clients earning \$4500 more in the first year, and a 20% better placement and 20% better six month retention.

CareerRise is also managing the first cooperative regional work of the five local workforce development boards in the Metro Atlanta High Demand Career Initiative, establishing the infrastructure for region-wide sector partnerships in healthcare, IT and logistics. Through this effort, we are working with over 50 employers and 80 service providers.

- **Building Capacity through Leadership and Technical Assistance**

In fiscal year 2018, CareerRise provided capacity-building and professional development to over 1000 attendees through sixteen events. It launched a major new effort, the CareerRise Data Alliance, with thirteen participating nonprofits engaged in a peer learning community with the Corporation for a Skilled Workforce to improve the use of data to drive better outcomes.

CareerRise is also the lead with the Construction Education Foundation of Georgia and Endurance Project management, on a grant from the National Fund for Workforce Solutions to impact job quality practices in the construction industry.

Leveraging its role as a neutral convener, CareerRise has sparked regional collaborations including the Metro Atlanta eXchange for Workforce Solutions, Aerotropolis Atlanta Workforce Collective, and High Demand Career Initiative - Metro Atlanta

- **Creating Awareness and Promoting Best Practices**

CareerRise promotes employer-led sector partnerships and related policies as best practice in the workforce development system. A random sample of regional workforce practitioners independently surveyed rated CareerRise's impact significant in

- Alignment and connections (87%)
- Dual customer approach (82%)
- Tools, resources, and capacity building (75%)
- Employer Behavior (50%)

CareerRise works with a coalition of partners in addition to the National Fund, including the National Skills Coalition, Metro Atlanta Chamber, and Georgia Budget and Policy Institute to advocate for policies that enable adults to better access middle skill career opportunities.

In 2018, Atlanta CareerRise supported an economic impact analysis of nine short term job training programs offered by six nonprofits. This analysis demonstrated a 453% increase in taxes paid from trainees, 68% reduction in public benefits, and 103% one year ROI of direct training costs in new participant wages.

The Collaborative is financially strong and on track with its sustainability plan, securing financial support from a dozen sources, including public, employer, corporate foundation, and private philanthropy. CareerRise is currently a program of the United Way of Greater Atlanta with three full time employees.

As CareerRise prepares to enter its eighth year, it is excited about the potential for scaling its work across the region based on the success and metrics demonstrated to date. It is exploring opportunities to formally connect several growing cross-regional programs and efforts into a single vehicle that would be better equipped to achieve true alignment of strategies, operating efficiencies, and synergy to take the regional work to the next level.