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**Job Description – Workforce Development Programs Manager**

**Organization Overview:**

Dress for Success Cincinnati (DFSC) is a not-for-profit affiliate of the Dress for Success Worldwide network. Having served more than 17,000 disadvantaged women across Greater Cincinnati and Northern Kentucky since its founding in 1999, DFSC provides a continuum of services to women that help them transition to employment and economic independence.

**Position Overview:**

DFSC seeks an energetic, organized, and talented Workforce Development Programs Manager to lead Dress for Success Cincinnati’s workforce development and education programs (i.e., “Beyond the Suit” programs). Reports to the Executive Director with oversight of programs by the Programs Committee. We are currently evaluating and making some changes to our program offerings, so this is an exciting time to have a voice in strategic planning and to develop and implement changes to program structure and curriculum.

**Responsibilities:**

* Participates in developing and is responsible for implementing the strategy for fulfilling the mission of DFSC by serving as an active member of the Programs Committee, including:
  + - Assessing need for and effectiveness of our current programs compared to other community offerings
    - Helping to identify and establish potential non-profit programmatic partnerships
    - Helping to identify how barriers to our services can be removed
* Managing all aspects of the Beyond the Suit Programs, including the Career Center, career readiness programs (e.g., Going Places Network and mock interviews), Professional Women’s Group, Ambassadors, and Community Action Project, including:
  + - Recruiting clients into Beyond the Suit programs
    - Designing program content and setting program schedules within prescribed parameters
    - Presenting, training, and facilitating learning in group setting (including some weekends and evenings)
    - Coaching clients one-on-one on resume preparation, interview skills, and job searches
    - Training, assigning, managing, and providing feedback to Beyond the Suit volunteers (trainers and coaches)
    - Selecting client Ambassadors and Community Action Project delegates
    - Tracking client data in order to report outputs and outcomes to DFS Worldwide, DFSC Programs Committee/Board of Directors, and funders
* Interfacing with referral partners, employers, and the community at large and exploring other innovative ways to reach as many clients as possible through Beyond the Suit programs
* Continually working to increase Beyond the Suit program efficiencies and improve service delivery
* Working with Associate Director of Operations and/or Executive Director to prepare budget, funding priorities, and grant submissions, as requested
* Working with communications staff and volunteers to share client and program stories in a timely manner
* Maintaining an organized Career Center space
* Supervising and mentoring work study students and interns, as needed
* Serving as an advocate for DFSC’s mission and programs in the community and as a spokesperson, as agreed upon with Executive Director

**Qualifications and Attributes:**

* Passion for the mission of Dress for Success Cincinnati
* Should thrive on challenging work and be motivated by the ability to help effect real change in the lives of women and their families
* As member of small staff, must be ready to dive into role, embrace position, and lead programs with limited training and guidance; ability to function independently while coordinating with other staff roles.
* HR training and development experience
* Minimum of 3 years’ relevant experience. 4-year degree preferred.
* Excellent interpersonal, communications, and organizational skills
* Proven ability to connect with the community. Experience working with sensitive populations, a plus.
* Proven leadership ability and experience working effectively with volunteers
* Computer competency and experience in Salesforce, a plus
* Must be available to work evenings and weekends, as needed

**Job Classification and Hours:**

Salaried, exempt. The DFSC office is open to clients, Monday-Thursday, and, thus, most hours are worked during this time. At least one Saturday morning and at least one weekday evening per month is also required.

**Application Guidelines:**

Interested candidates should submit a resume and a one-page cover letter as a single PDF file (file name: FirstName\_LastName.pdf) via email to [Cincinnati@dressforsuccess.org](mailto:Cincinnati@dressforsuccess.org) with the subject “Workforce Development Programs Manager.” In your cover letter, please indicate how you heard about this opportunity. Applications should be submitted by **December 14**.

*Dress for Success Cincinnati is an equal opportunity employer.*