

## Position Opening

### Senior Director, Business Retention & Workforce Solutions

The Wyandotte Economic Development Council (WYEDC), a county-wide economic development organization is seeking to fill its Senior Director, Business Retention & Workforce Solutions position to oversee the business retention and expansion program and manage the workforce outreach and coordination efforts. This position reports to the President of WYEDC. The individual will serve as a liaison between WYEDC, the existing business community and governmental agencies. The individual must possess a team philosophy and demonstrate excellent oral and written communication skills.

#### The duties for the position include:

- Managing the business retention/expansion business plan in collaboration with the team to ensure 150 full survey calls are made with a certain number of relationships to be handles by this individual
- Aligning outreach to include key manufacturers, various employment sizes and industries in support of team goals.
- Utilizing the Synchronist survey tool to provide trend data/reports based on the findings with an annual report to be produced.
- Leading the reporting process and engagement with Kansas Manufacturing Solutions.
- Maintaining a communications outreach plan with existing employers.
- Facilitating the coordination and alignment of workforce efforts to meet existing and prospective employers by working closely with the WYEDC team, community/educational partners, and employers.
- Managing the Workforce Solutions Committee that meets monthly with a focus on five key subcommittees tied to the Community Health Improvement Plan (CHIP): Childcare/Early Childhood Education, Criminal History, Language, Post-Secondary Education/Industry Recognized Credentials, and Transit.
- Participating and/or leading specific CHIP subcommittees as needed, prepare updates to the larger CHIP Steering Committee, and compile workforce data.
- Participating in the Federation for Advanced Manufacturing Education program alongside the key stakeholders involved in the program.
- Increasing awareness among Wyandotte County residents about career opportunities among existing workers and the future talent pipeline.
- Participating in identifying workforce solutions funding opportunities.
- Assisting in helping employers develop methods to retain employees.
- Being a key contributor to the Making It In The Dotte initiative.
- Managing and analyzing workforce-related data through programs like JobsEQ.
- Performing other duties as assigned.

This individual must be able to maintain confidential information. The ideal candidate has experience in team leadership, possesses a team philosophy, project management, marketing and facilitation skills, strong interpersonal and negotiation skills, and well developed oral and written presentation skills.



The position requires a bachelor's degree, and 5+ years related experience and/or training, or equivalent combination of education and experience in the fields of workforce development, economic development, program management or education. Knowledge of incentives, workforce programs, the community and bilingual are preferred. Individual must maintain a valid driver's license.

Send cover letter, resume, references, and compensation requirements to: Greg Kindle, President, Wyandotte Economic Development Council, 727 Minnesota, Kansas City, KS 66101 or by email at [gkindle@wyedc.org](mailto:gkindle@wyedc.org) by September 22, 2021. The position will remain open until filled.