

## JOIN OUR TEAM

### CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR

Headquartered in Lafayette, Indiana, Tecumseh Area Partnership d.b.a. Region 4 Workforce Board is actively seeking a **Chief Executive Officer/Executive Director** responsible for all corporation and Workforce Innovation and Opportunity Act (WIOA) programs in the workforce service area, under the general supervision of the Region 4 Workforce Board.

### ABOUT

Region 4 Workforce Board is the grant recipient for the funds that provide workforce development services in Benton, Carroll, Cass, Clinton, Fountain, Howard, Miami, Montgomery, Tippecanoe, Tipton, Warren, and White counties in Indiana.

### PRIMARY RESPONSIBILITIES

#### Strategic Planning & Vision Setting

- Develop and implement a long-term strategic vision for the network focused on achieving exceptional outcomes in a supportive environment
- Strongly champion and drive accountability for the organization's vision, goals, plans, and results

#### Organizational & Team Leadership

- Lead a team of executives, and administrative staff to operational, and financial success
- Serve as an inspirational leader for staff promoting a culture of integrity, performance, collaboration, and learning.
- Oversee and scale all aspects of the organization's operations, infrastructure, and sustainability
- Communicate efficiently and transparently with all stakeholders
- Advance long-term financial plan to become predominantly sustainable on public funding
- Implement accountability systems to measure progress toward performance goals
- Define roles and responsibilities of network support teams to ensure consistency and quality across the network

#### Administrative & Community Engagement

- Administers the development of Requests for Proposals (RFPs), evaluates those proposals for presentation to the Board, and negotiates service provider contracts.

- Oversees the preparation of job training plans and grants.
- Establish fruitful working relationships with the Workforce Board and county workforce development service organizations.
- Spearhead fundraising efforts in partnership with the executive team
- Cultivate meaningful partnerships and relationships with key community leaders, government officials, and local organizations to cultivate broad support
- Assumes fiscal responsibility for TAP, Inc., d/b/a Region 4 Workforce Board, including oversight of budget development, administration, and funds flow management.
- Administers a marketing/public information/public relations/employer services program for the private and public sectors to assure knowledge of and accessibility to, the local workforce development system and its programs.

**KNOWLEDGE & ABILITIES:**

- Knowledge of basic principles of economic development, labor economics, and education and training involvement.
- Ability to analyze, interpret and apply statistical data and federal legislation/regulations.
- Ability to supervise a management team.
- Ability to work with board members, educational institutions, public agencies, and private industry leaders.
- Good communication skills, both oral and written.
- Ability to make program, operational, and administrative decisions.
- Ability to speak before groups.
- Ability to lead staff toward performance excellence.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

- Graduate of an accredited college or university with major emphasis in public business administration, social sciences, or related field.
- Minimum of five years' experience in program administration
- Minimum of three years' experience in the employment and training field.

**TO APPLY**

- Please submit your cover letter and resume to Region 4 Workforce Board Executive Assistant Tina Overley-Hilt at [website@region4workforceboard.org](mailto:website@region4workforceboard.org)

EQUAL OPPORTUNITY EMPLOYER

<https://www.region4workforceboard.org/>