

**Maryland Association of Community Colleges (MACC)  
Job Description**

**Director of Workforce Development**

**Function**

The Director of Workforce Development serves as a liaison between the community colleges, and the following: the Governor's Office; the Lt. Governor's Office; the Maryland Higher Education Commission (MHEC); the Maryland Department of Labor, Licensing and Regulation (DLLR); the Governors Workforce Investment Board (GWIB); including the Skills2Compete initiative; the Department of Business and Economic Development (DBED); the business community; and various other interested parties. The Director of Workforce Development is charged with identifying, and, where appropriate, making application for, grants on behalf of the majority of community colleges. All such grant applications will require the concurrence of the Maryland Council of Community College Presidents. In addition, this position provides a central point of contact for any private or public entities seeking information and assistance with workforce training. This position reports to the Executive Director of MACC. The Director of Workforce Development is a salaried, professional position and will be considered overtime exempt. Salary Range: \$65,000 to \$70,000. Healthcare: 80/20.

**Position Requirements**

- Bachelor's degree required; master's degree or higher preferred.
- Proven record of applying for and obtaining public and private grants.
- Minimum of five years relevant experience in higher education, community college experience preferred.
- Minimum of five years administrative experience in career and technical education and/or workforce development or closely related field.
- Experience collecting, analyzing and reporting complex data.
- Excellent written and verbal communication skills.

**Duties and Responsibilities**

Collaborates with State government agencies to determine the current demand for various occupations and works with the State on workforce development initiatives;

Researches potential public and private grant opportunities and, subject to the concurrence of the Maryland Council of Community College Presidents, applies for such grants where appropriate for the benefit of community colleges;

Coordinates with community colleges and the MACC Research Director to provide data and information to State agencies, and any other interested parties, on community colleges' response to State and regional workforce demand;

Communicates to the community colleges current and future workforce needs, both State and regional, so that colleges may, if necessary, adjust their program offerings;

Publicizes, through the Internet and other appropriate means, the workforce training programs available through community colleges, and provides a point of contact for public and private entities seeking workforce training services;

Refers any requests for training to the appropriate community college(s) and when multiple colleges are involved, provides assistance to coordinate the colleges' activities; and

Serves as Association liaison to, and works closely with, the Maryland Community College Association of Continuing Education and Training (MCCACET) to further the objectives of this position.