



Program Developer

Reports to the Director of Strategic Initiatives and Policy

Job Summary:

Under the direction of the Director of Strategic Initiatives and Policy, this position uses research, analysis and communication skills to identify opportunities to improve economic growth for the region and its jobseekers. Program Developers design strategies to leverage and develop those opportunities, working with partners to align funding, coalesce partners and execute innovative workforce programs. This role also analyzes national, local and regional policies, their impact upon the workforce system and may make programmatic recommendations in response thereto.

Key Responsibilities and Duties:

Identifies potential funding sources for programs and completes grant applications for funding administered by both public and private entities;

Evaluates existing and proposed legislation and prepares summaries regarding potential impact to agency programs, policies, and strategic priorities;

Works with public and private partners—sometimes leading collaborations—to develop and implement initiatives reforming public workforce development systems, and aligning human capital with the needs of businesses;

Designs research models for the collection and aggregation of data;

Establishes methods and procedures for the analysis and reporting of research data;

Presents research findings and recommendations to management, board of directors, and a range of public and private audiences;

Conducts quantitative and qualitative research on the economy, the labor market, and the demographics of the region;

Develops and uses analytic tools to identify and prioritize strategies for improving economic opportunities for job seekers, including special demographic populations;

Prepares presentations, memos, etc., to communicate research findings, analysis, and recommendations, and to build partner support for agreed upon strategies;

Maintains an understanding of federal, state and local policies that impact economic opportunities and/or funding for workforce development activities;

Maintains an understanding of various business sectors, career pathways therein, and their patterns of need for human capital

Represents The Partnership at various meetings and conferences;

Supports other Partnership programs and policy team members as necessary; and

Manages special initiatives that support the overall mission of The Partnership, as they arise.

Minimum Qualifications:

- Bachelor's Degree (BA) from four-year college or university **AND** a minimum of five years in a related field, including public administration, public policy, nonprofit management, or social service **OR** equivalent combination of professional work experience, training and education. Master's degree in a related field preferred; and
- Three (3) years of progressively responsible professional experience, preferably in consulting, project management, government management, non-profit management, public administration, public policy, or social services. Grant writing experience preferred; and
- Possession of a valid Driver's License and automobile insurance or reliable transportation.

Knowledge, Skills, Abilities and Other Characteristics:

Strong strategic thinking skills.

Considerable knowledge of research theories, objectives and methods.

Excellent written communication skills.

Excellent oral communication skills.

Ability to collaborate with others.

Ability to demonstrate flexibility and responsiveness while cultivating and maintaining strategic relationships.

Good knowledge of database software and competency in the ability to use the internet for research.

Ability to draw insightful conclusions from large amounts of quantitative and qualitative data and the ability to manage large datasets using Excel or other database and statistical software.

Considerable knowledge of agency programs and operations.

Considerable knowledge of statistical analysis methods and techniques.

Considerable skill in the design and application of research collection and reporting methods.

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations.

Considerable knowledge of grant agencies and the application process.

Ability to write applications for grants, as well as solicitations for grantees

Ability to conduct research studies.

Strong project management skills, and the ability to develop and implement programs.

Ability to oversee the preparation of research reports.

Proficiency in evaluating federal and state legislation.

Strong organizational and analytical skills.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.