



JOB TITLE: Deputy Director
DEPARTMENT: AFL-CIO Working for America Institute
REPORTS TO: Executive Director of Working for America Institute

The AFL-CIO Working for America Institute (Institute) is a non-profit, 501(c) (3) national workforce intermediary that assists unions, employers, labor-management partnerships, the workforce system, and community organizations by providing technical assistance, education, leadership development, policy analysis and implementing employment, apprenticeship and training related services that help to create, expand and retain high quality jobs.

The Institute is seeking to hire a Deputy Director who will serve as a key management leader. Working with the Executive Director, the Deputy is responsible for overseeing the strategic plan, programs and grant administration. Other key duties include management of grants and contract, fundraising, development, and stakeholder outreach.

Elizabeth Shuler
President

Fredrick D. Redmond
Secretary-Treasurer
Executive Vice President

Terry Melvin
Board Member

Amanda Ballantyne
Executive Director

The position reports directly to the Executive Director and the AFL-CIO Working for America Institute Board of Trustees. The Deputy Director also will work closely with the AFL-CIO Technology Institute on strategy, program and fundraising.

DESCRIPTION OF DUTIES:

Managing Programs and Strategy

- Assist Executive Director in planning and implementing current and future programs including technical assistance, capacity building, developing and managing partnerships with workforce intermediaries, and overseeing the growth and promotion of apprenticeship programs.
- Assist the Executive Director and Board of Trustees in strategic planning.
- Work with the AFL-CIO Technology Institute and relevant AFL-CIO Departments to coordinate work on apprenticeship and workforce development programs.
- Work closely with employer, labor, government and community stakeholders.

Assuring Financial Sustainability and Growth

- Assist Executive Director and Consulting CFO on a proposed annual budget and carrying out financial management responsibilities.
- Assist Executive Director in securing, administering and implementing grants and contracts including federal and philanthropic funding.
- Assist Executive Director in fundraising and developing outside resources and collaborate with the AFL-CIO Technology Institute and other AFL-CIO departments and programs on fundraising strategies.

Overseeing Operations

- Assist Executive Director in the hiring and retention of qualified staff, consultants and subcontractors.
- Assist Executive Director in assuring compliance with all contractual and grant obligations.

Supporting Board of Trustees

- Work with Executive Director, the Board of Trustees and AFL-CIO Senior Staff to support and guide the Institute's mission.
- Communicate effectively in a timely and accurate manner, all information necessary for the Board of Trustees and AFL-CIO Senior Staff to make informed decisions.

Other

- Other duties as assigned.

PROFESSIONAL QUALIFICATIONS:

- Five or more years of senior nonprofit management experience, preferably in a labor related organization including labor workforce intermediaries.
- Post-secondary degree preferred but not required.
- Demonstrated knowledge of the structure and operations of the AFL-CIO, state and local labor federations and international/national union affiliates.
- Demonstrated experience in workforce development, skills training and apprenticeship programs including federal workforce development programs, labor-management workforce intermediaries, and collectively bargained training programs.
- Hands-on budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of the Institute's strategic future of staff, Board of Trustees as well as funding agencies and other donors.

- Knowledge of grant writing and fundraising strategies and donor relations in the public and nonprofit sectors.
- Strong written and oral communication skills.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability.
- Experience in leading change or flexibility in navigating change processes desirable.
- Demonstrated ability to plan, problem solve and think creatively and strategically.
- Demonstrated ability to be self-motivated, proactive and a self-starter.
- Demonstrated ability to work independently within the context of a plan as part of a larger team in both a lead and a support role.
- Effective organizational and time management skills and demonstrated ability to handle multiple high priority projects.
- Demonstrated ability to work well with a diverse range of leaders and organizations.
- Demonstrated ability to resolve conflicts while maintaining important and effective relationships.
- Must be detail-oriented.
- Demonstrated experience in developing work plans and goals.
- Computer proficiency is required: database/spreadsheet, e-mail, internet and word processing skills including Google suite.
- Ability to travel and stay overnight for conferences, meetings and work-related events.

Based in Washington DC (headquarters)

The AFL-CIO Technology Institute is an equal opportunity employer.

Salary range: \$130,000-\$145,000

Please note that the AFL-CIO requires all staff to be fully vaccinated unless granted a medical or religious exemption as set forth in EEOC guidelines.

Please provide a cover letter, references and writing and work samples to nsommerkamp@aflcio.org