



The Southwest Ohio Region  
WORKFORCE INVESTMENT BOARD

100 SCARLET OAKS DRIVE, BUILDING 100, ROOM 134, SHARONVILLE, OH 45241  
[www.SWORWIB.org](http://www.SWORWIB.org)

## **EXECUTIVE POSITION OPENING FALL-WINTER 2020**

### **POSITION SUMMARY; EXECUTIVE DIRECTOR, SWORWIB**

Responsible for providing strategic leadership for the Southwest Ohio Region Workforce Investment Board (SWORWIB), a 501(c)(3) nonprofit workforce board serving Cincinnati and Hamilton County in the southwest corner of the State of Ohio and bounded by Northern Kentucky on the southern border, southeast Indiana on the western border and on the north border by three counties surrounding Hamilton County (Butler, Clermont, and Warren Counties comprising Ohio Local Area #12). The Executive Director works with the Board of Directors recruited by the nominating committee and approved by the Mayor of the City of Cincinnati. The Board oversees selection of the One-Stop Operator selected through coordinated procurement for managing and overseeing the one-stop center, known in Ohio as OhioMeansJobs center/Cincinnati-Hamilton County as well as in-school and out-of-school youth services providers. Moreover, the Executive Director is also responsible for the management of a renewable five-years lease for the 1916 Central Parkway one-stop center of three stories, 45,000 sq. ft., a two level parking lot and back lot with about 100 parking spaces all of which are included within the One Stop Center Memorandum of Understanding for shared programmatic and expense management among 15-19 MOU partners at any one time. The SWORWIB is responsible for establishing short and long-range goals, strategies, plans and policies. The Executive Director and Board Members through Committees also lead all performance measurement, approval of eligible training providers, obtaining other resources through federal, state and local grants and awards and frequently is engaged in other parties' applications as expected by federal, state and local requirements. The Executive Director also works with the Mayor and Council of the City of Cincinnati and Hamilton County leadership and Board of County Commissioners through a variety of legal documents. The Executive Director also maintains or oversees fiscal audits, grant audits, annual reports, monthly newsletters and [www.SWORWIB.org](http://www.SWORWIB.org).

### **POSITION ACCOUNTABILITIES:**

- Establishes credibility throughout the organization, community and with the Board of Directors as an effective developer of solutions to the organization's challenges.
- Provides leadership and management to ensure the mission of the organization is achieved.
- Responsible for driving the organization, committees and procured service providers to achieve or exceed goals and objectives.
- Motivates and leads the organization and service providers through high-performance team expectation and delivery.

- Recruits, trains and supports all committees, board activities, contractors and all their related activities and obligations.
- Oversees all financial operations from accounts payable & receivables, investments, invoicing for Hamilton County reimbursement and all budgeting and purchasing.
- Attracts, recruits and retains the talent required to achieve organizational objectives.
- Collaborates with partners, contractors, service providers, City and County departments to develop and implement operational plans, programs, processes and systems necessary to meet the goals and objectives of the organization.
- Manages all state, federal and local policy implementation or adjustment to serve local area operations and results.
- Ensures that an annual service plan and budget are prepared and presented to the Board of Directors with regular review throughout the year. Expands the financial resources to serve the community through grant partnerships and applications.
- Makes appropriate recommendations as necessary for review and expansion by the Board of Directors.
- Organizes and supports all Board related activities, subcommittees, planning functions, meetings, nominations and records of attendance and all other Board related functions and actions.
- Maintains the necessary contacts to keep abreast of emerging issues and trends of significance to the organization.
- Selects and oversees monitoring activities from the State of Ohio, U.S. Department of Labor, and SWORWIB required fiscal and programmatic independent monitoring annually.
- Assures conduct of SWORWIB annual audits, maintenance of nonprofit obligations for filing the annual IRS-990, maintaining tax exempt status and satisfying any other audits or monitoring reviews.
- Provides a website presence for SWORWIB information and activities, including an Annual Report, Monthly Newsletters known as NewsWIB's, special topic and research reports, inclusion in national projects reports, podcasts and other information.
- Performs other duties as determined or assigned.

**KNOWLEDGE, SKILLS, QUALIFICATIONS:**

Bachelor's Degree in Business, Management, Finance, Education or other related area with a Master's Degree preferred. Experience in leading a complex interrelated organizational structure of elected, governmental, educational, programmatic, employment/employers and others with a standard budget for the local area of \$7-10 million dollars. Able to communicate effectively on all levels. Public sector experience at the county, state, or federal level would be beneficial. Demonstrate high ethical standards. Proficiency in basic computer skills in Microsoft Word, Excel, Outlook, PowerPoint and Webex required.

## **COMPETENCIES:**

***Managing Vision and Purpose:*** Communicates a compelling and inspired vision or sense of core purpose. Talks beyond today; is optimistic; and focused on performance results and next possibilities. Creates mileposts and symbols to rally support behind the vision. Makes the vision sharable by everyone. Inspires and motivates organizations, customers, employers and the community at large.

***Ethics and Values:*** Adheres and promotes an effective set of core values and beliefs during both good and bad times.

***Strategic Agility:*** Sees ahead clearly; can anticipate future consequences and trends accurately. Has broad knowledge and perspective; is future oriented; can articulately paint credible ideas and visions of possibilities and likelihoods. Can create, lead and build support for competitive and breakthrough strategies and plans.

***Business Acumen:*** Knows how businesses work. Stays abreast of current news and emerging trends in the business community. Knowledgeable in how current practices, trends, technology and information may affect the organization. Knows when to involve others with specific competencies (such as cyber security and investment).

***Builds Effective Teams:*** Defines success in terms of the whole team. Fosters open dialog. Shares wins and successes. Creates a feeling of belonging for all of the many teams and members.

***Integrity and Trust:*** Is widely trusted to be forthcoming in response to requests for feedback, improvement, pitfalls and possibilities. Is seen as a direct, truthful individual. Can present the unvarnished truth in a helpful manner. Keeps confidences; admits mistakes. Doesn't misrepresent for personal gain.

***Command Skills:*** Relishes leading. Takes unpopular stands when necessary. Encourages direct and tough debate, but isn't afraid to end it and move on. Is looked to for direction in a crisis or a new opportunity. Faces adversity head on. Energized by tough challenges. Keeps the focus on performance and results for those served by the SWORWIB and its contractors.

***Political Savvy:*** Can maneuver through complex political situations effectively. Is sensitive to how people and organizations function; anticipates where the land mines are and the plans the approach accordingly. Views politics as a necessary part of organizational life, and works to adjust to that reality. Understands dynamic tension and maximizes the opportunity for its use to breakthrough problems and moves changes forward.

***Intellectual Horsepower:*** Is bright and intelligent; deals with concepts and complexity comfortably. Described as intellectually sharp, capable and agile.

***Energetic and Commitment Strength:*** Exhibits high levels of energy to fuel tough workloads, long hours and with high commitment to workforce development and assisting individuals and employers to be well-served by the SWORWIB and its contractors.

**Location:** Cincinnati, OH/Hamilton County, OH – WIOA Local Area #13  
(surrounded by Ohio, Kentucky, Indiana comprising a tri-state region.)

**Position Title:** Executive Director

**Organization:** Southwest Ohio Region Workforce Investment Board (SWORWIB)

**Job Function:** Workforce Board Executive Leadership under federal workforce regulation

**Job Type:** Full-Time +