



Job Description – Workforce Development Programs Manager

Organization Overview:

Dress for Success Cincinnati (DFSC) is a not-for-profit affiliate of the Dress for Success Worldwide network. Having served more than 16,000 disadvantaged women across Greater Cincinnati and Northern Kentucky since its founding in 1999, DFSC provides a continuum of services to women that help them transition to employment and economic independence.

Position Overview:

DFSC seeks an energetic, organized, and talented Workforce Development Programs Manager to lead Dress for Success Cincinnati's workforce development and education programs (i.e., "Beyond the Suit" programs). Reports to the Executive Director with oversight of programs by the Programs Committee.

Responsibilities:

- Participates in developing and is responsible for implementing the strategy for fulfilling the mission of DFSC by serving as an active member of the Programs Committee
- Interfacing with referral partners, employers, and the community at large and exploring other innovative ways to reach as many clients as possible through Beyond the Suit programs
- Managing all aspects of the Beyond the Suit Programs, including the Career Center, Going Places Network, Professional Women's Group, Ambassadors, and Community Action Project, including:
 - Recruiting and growing client base
 - Designing program content
 - Training, assigning, managing, and providing feedback to over 20 Beyond the Suit volunteers
 - Presenting programs to clients and assisting one-on-one, as needed
 - Tracking client data in order to report outputs and outcomes to DFS Worldwide, DFSC Programs Committee/Board of Directors, and funders
- Continually working to increase Beyond the Suit program efficiencies and improve service delivery
- Working with Associate Director of Operations and/or Executive Director to prepare budget, funding priorities, and grant submissions, as requested

- Working with communications staff and volunteers to share client and program stories in a timely manner
- Maintaining an organized Career Center space
- Supervising and mentoring work study students and interns, as needed
- Recruiting client models for The Fashion Show, DFSC's largest annual fundraiser
- Serving as an advocate for DFSC's mission and programs in the community and as a spokesperson, as agreed upon with Executive Director

Qualifications and Attributes:

- Passion for the mission of Dress for Success Cincinnati
- Minimum of 3 years' relevant experience. 4-year degree preferred.
- Training and development experience
- Excellent interpersonal, communications, and organizational skills
- Proven leadership ability and experience working effectively with volunteers
- Experience working with sensitive populations, a plus
- Computer competency and experience in Salesforce, a plus
- Must be available to work evenings and weekends, as needed
- Valid driver's license and clean driving record

Job Classification and Hours:

Salaried, exempt. The DFSC office is open to clients, Monday-Thursday, and, thus, most hours are worked during this time. However, some evenings and Saturdays are required, particularly for Professional Women's Group sessions.

Application Guidelines:

Interested candidates should submit a resume and a one-page cover letter as a single PDF file (file name: FirstName_LastName.pdf) via email to Cincinnati@dressforsuccess.org with the subject "Workforce Development Programs Manager." In your cover letter, please indicate how you heard about this opportunity.

Dress for Success Cincinnati is an equal opportunity employer.