

Planning/Business Development Manager- Bristol, PA

Strategic planning with guidance of the Executive Director and Planning Subcommittee of the BC-WIB, including making detailed economic and labor market analyses using multiple data sources. Business development and community outreach for the purposes of promoting familiarity with and use of service available through the Bucks County's Workforce Investment System. Grant writing, research and coordination orientated towards fulfilling the mission of the BC-WIB. Bachelor's degree required. Resume and salary requirements on cover letter to Nancy Cipolla at ncipolla@bc-wib.org or Bucks County WIB, 1268 Veterans Highway, Bristol, PA 19007

Bucks County Workforce Investment Board Job Description

Position: *Planning & Business Development Manager*

Reports to: Workforce Investment Board Director

I. Main Purpose of Position:

Assists in the strategic planning of all Workforce Investment Act activities in the Bucks County (020) area, including:

- carrying out the mission statement of the Bucks County WIB;
- advising the Director of local economic and labor market conditions;
- researches potential grant opportunities, prepares and submits grant applications, coordinates execution of awarded grants as necessary;
- assists in the development of primary goals, operating plans, policies, and short and long range objectives for the BCWIB and the County's workforce;
- represents the organization to County, Commonwealth of Pennsylvania, and Federal stakeholders and organizations as well as workforce development customers and employers, community agencies, and the general public.

II. Essential Duties, Responsibilities, and Accountabilities:

1. Develops strategic plans, policies, and short and long range objectives for the BCWIB.
2. Provides managerial and strategic oversight to the PA CareerLink Business Services Team and serves as the point-of-contact/liaison.
3. Develops relationships with and between economic, industry, business, educational partners, and community organizations by means of in-person contact, speaking engagements, and interaction with the media.
4. Coordinates services as established by the Regional Career Education Partnership grant.
5. Co-manages Industry Partnerships and secures additional partners in regional industry partnerships.
6. Responsible for the submission of the Bucks County Local Workforce Investment Area (LWIA) strategic plans including WIA Title I and CareerLink Plans.
7. Conducts on-going workforce development needs assessment activities in the Bucks County and regional areas.

8. Identifies appropriate grant opportunities related to economic and workforce development.
9. Conducts on-going local and regional labor market analysis and assists in the provision of training to local CareerLink staff on utilizing current information and emerging labor market trends.
10. Identifies High Priority Occupation trends in the local region.
11. Submits application for inclusion on the Commonwealth's Eligible Training Provider List.
12. Develops and oversees the efficient and compliant (Federal and/or State) competitive bidding process for award of WIA Title I funding to eligible training providers.
13. Participates in local and regional professional and technical Boards and organizations; establishes and maintains relationships with Local, State, and Federal governmental and quasigovernmental organizations, community groups, and CareerLink Partners.
14. Possess knowledge of evaluation and research methodology and theory, descriptive and inferential statistical analysis procedures and interpretation within the context of workforce development. Possess the ability to analyze, interpret, and provide instruction and guidance on utilizing the data.

III. Performance Standards:

1. Extensive knowledge of the Workforce Investment Act and Personal Responsibility and Work Opportunity Reconciliation Act of 1996 Federal legislation and related Commonwealth of Pennsylvania implementation policies, including Act 35.
2. Ability to prepare and submit governmental and foundation grant applications.
3. Ability to analyze internal and statistical reports and findings and to make sound projections based on the findings.
4. Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook software programs.
5. Ability to represent the BCWIB in a professional manner.

IV. Knowledge and Qualifications:

- A minimum of two successful years in an increasingly responsible position in the field of workforce development coupled with a minimum of two years experience working in a nonprofit or volunteer organization.
- Experience with non-profit or volunteer Board organizational issues.
- A bachelor's degree from an accredited college or university with a concentration in Public Administration, Governmental Affairs, Statistics, Grant Writing, or a related field of study.
- Demonstrable grant writing assignments that result in positive award of new funding.
- Demonstrable commitment to economic and workforce development.
- Ability to travel within Bucks County on a daily basis and to Harrisburg, PA, and other out-of-state locations on a regular basis.
- Consent to signing and abiding by the BCWIB Code of Conduct guidelines.