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| <b>JOB TITLE:</b>   | Director of Workforce & Innovative Solutions                   |
| <b>LOCATION:</b>    | Columbus, OH                                                   |
| <b>FLSA STATUS:</b> | Exempt, Salary, Full-Time*<br><i>*Position is grant funded</i> |

The **Director of Workforce & Innovative Solutions** coordinates and supports the implementation of workforce, student success, and other strategic initiatives for the OACC and the Success Center for Ohio Community Colleges, with a focus on increasing student enrollment and persistence, accelerating credential completion, and strengthening pathways to in-demand careers across Ohio's 22 community colleges.

**Responsibilities for the Director of Workforce & Innovative Solutions include, but are not limited to, the following:**

- Manage OACC grants and initiatives related to workforce and innovative solutions, ensuring alignment with OACC and funder objectives, completion of deliverables, effective partner coordination, timely reporting and evaluation, and dissemination of lessons learned.
- Support the implementation and administration of grants and subgrants awarded to OACC, including the new "Empowering Ohio's Community Colleges to Harness AI for Student Success" grant.
- Identify and pursue grant and partnership opportunities aligned with OACC priorities, emerging workforce needs, student success goals, and opportunities to scale innovative practices across Ohio's 22 community colleges.
- Support OACC's Workforce Committee in advancing its workforce agenda and collaborative initiatives.
- Coordinate a statewide network of workforce leaders representing Ohio's 22 community colleges to facilitate the sharing of effective practices, identify emerging workforce needs, and develop collaborative statewide solutions.
- Support OACC member colleges in implementing federal and state workforce policies and programs.
- Develop and maintain partnerships with state associations, state agencies, industry associations, employers, and other stakeholders to identify and advance opportunities that strengthen workforce training and community college talent pipelines.
- Manage project activities for work groups advancing technician-specific education and training, including the development and implementation of professional development, curricula, and other resources for credit and noncredit programs, and coordinate the dissemination and adoption of these resources across OACC member colleges.
- Monitor project timelines, deadlines, responsibilities, milestones, budgets, and outcomes across multiple initiatives, proactively identifying and addressing implementation challenges.
- Coordinate outreach and engagement with community colleges, employers, industry partners, state agencies, and other stakeholders through email, meetings, conferences, presentations, and other activities.
- Track, compile, and analyze project data and outcome measures for reporting to OACC and Success Center leadership, grant funders, partners, and other stakeholders.
- Build and maintain relationships with grant funders and partners and contribute to fundraising strategies that sustain and expand OACC workforce and student success initiatives.

**Required Education and Experience:**

- Associate's degree required; bachelor's or graduate degree preferred. A field of study in education, business, economics, human services, public administration, nonprofit management, or a related field is strongly preferred.
- A minimum of ten (10) years of experience in higher education, state government, or a nonprofit organization, with demonstrated proficiency in developing or managing strategic workforce programs. Experience working directly for or in partnership with community colleges is strongly preferred.
- A minimum of three (3) years of experience directing complex projects involving multiple internal and external stakeholders.

**Desired Knowledge, Skills, and Abilities:**

- Understanding of and commitment to the mission of community colleges and the OACC.
- Knowledge of community college student success, completion, workforce development, and emerging workforce needs.
- Experience working with community college administrators, faculty, and staff.
- Demonstrated project management skills, including the ability to develop work plans, coordinate partners, manage timelines and deliverables, track progress, and ensure successful execution of multiple initiatives.
- Demonstrated ability to manage grant-funded projects, including coordinating deliverables, communicating with funders and partners, monitoring progress, and supporting reporting and evaluation requirements.
- Ability to identify and pursue new partnerships, funding, and project opportunities aligned with organizational priorities.
- Excellent organizational and time management skills, with the ability to prioritize competing assignments, manage multiple projects, and meet deadlines in a fast-paced environment.
- Strong leadership, strategic thinking, problem-solving, and relationship-building skills.
- Demonstrated track record of setting and achieving goals and translating strategies into action.
- Ability to frame complex problems, develop and evaluate options, and implement effective solutions.
- Strong contributor in a team environment with the ability to work collaboratively across organizations, institutions, and stakeholder groups.
- Excellent verbal, written, and web-based communication skills, including the ability to create original correspondence, facilitate meetings, and give presentations to large groups.
- Ability to review, interpret, and manage data and use information to monitor progress and inform decisions.
- Self-motivated and able to work independently while maintaining strong communication and follow-through with colleagues and partners.
- Versatility, flexibility, and willingness to work within changing priorities with enthusiasm and professionalism.
- Exceptional attention to detail and follow-through, with a commitment to accuracy and the credibility of the organization.
- Experience maintaining sensitive and confidential files and documents appropriately.
- Excellent computer skills, including Microsoft Word, Excel, PowerPoint, online databases, and other technology platforms; ability to learn and effectively use new technologies, including emerging AI tools.

**Conditions of Employment:**

This is a full-time, grant-funded position with 24 months of secured funding. The position is in a traditional office environment, with flexibility for remote work two days per week. This position may include occasional evening and weekend hours related to OACC events. Periodic in-state and out-of-state travel may include airline travel and overnight stay. Valid in-state driver's license required. Full-time employees receive comprehensive benefits including medical and prescription coverage; dental, vision, and life insurance; personal, sick, vacation, and holiday time.

**Application Process:**

Please submit a cover letter, resume, and at least three professional references to [info@ohiocc.org](mailto:info@ohiocc.org) with "Director of Workforce & Innovative Solutions" in the subject line. Incomplete applications will not be considered. **Application review will begin October 26, 2026, and continue until the position is filled.**

*The Ohio Association of Community Colleges is an equal access and equal opportunity employer and is strongly committed to a policy of equal opportunity in its employment practices. The OACC does not discriminate against applicants on the basis of race, ethnicity, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, military status, disability, age, ancestry, pregnancy, childbirth, or related medical conditions, genetic information, or any other characteristic protected by law. If you have a disability that requires special accommodation to participate in the application/interview process, please contact the OACC at 614-221-6222.*