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**Urban League of Greater Pittsburgh, Inc.**

**610 Wood Street - Pittsburgh, PA 15222-2222**

**Job Description**

**Position:** Director of the Center for Economic Self-Reliance

**Department:** Center for Economic Self-Reliance

**Supervisor:** Vice President of Programs and Services

**Salary:** Competitive

**Hours:** Full-Time (occasional evenings and weekends)

**Status:** Exempt

**Note:** The Urban League of Greater Pittsburgh will consider qualified applicants without regards to Race, ethnic origin, religion, sex, color or disability.

**POSITION SUMMARY:**

The Director of the Center for Economic Self-Reliance will fill a pivotal role in the implementation of the Urban League of Greater Pittsburgh’s ***One Pittsburgh 2020*** vision which specifically commits to moving working aged African Americans from unemployment and underemployment to sustainable wage employment, measurably improving economic circumstances for residents in Homewood, the Hill District, Homestead and the Northside, and other areas served by the agency. In addition to maintaining and enhancing signature programs that build economic self-reliance such as Bank On, Operation Home, and the Urban Seniors Job Program, the Director will be responsible for implementing a newly designed Opportunity Broker program which fosters collaboration and cross referrals between highly effective services and programs, the identification, coaching and mentoring of unemployed and underemployed working age adults, and the transition of these adults into living wage jobs. The incumbent is responsible for operational and administrative functions of the Center’s programs and services. The Director provides effective leadership in developing comprehensive program plans, implementing and evaluating programs within the Center.

**ESSENTIAL FUNCTIONS:**

1. Develops and implements adult and youth workforce training and continuing education opportunities or programs in coordination with regional workforce boards, employers, community colleges, universities, school districts, non-profit training organizations, and career centers.
2. Oversee work plans, outcomes, and progress of asset building programs (homeownership counseling, financial education, tax preparation, workforce development, digital literacy)
3. Ensures compliance with federal/state/local government and foundation contract performance measures, regulations, and funding commitments.
4. Identifies and recommends to the VP of Programs & Services, Cabinet and President & CEO, significant stakeholders for inclusion in Urban League of Greater Pittsburgh external relations and outreach plans and strategies, including committee membership, etc.
5. Represents the ULGP to federal, state, and city policy makers, external workforce development entities, and industry representatives.
6. Ensures the functional and fiscal success of programs; oversees all fiscal processes for assigned program areas including developing annual budgets for assigned program areas; approves all expenditures related to the daily operation of the department.
7. In collaboration with the VP of Programs & Services and the VP of Development & External Relations, helps to identify funding gaps to be considered as prospective fundraising priorities.
8. Motivates and leads a high-performance management team; attracts, recruits and retains staff; ensures mandatory staff professional training is completed.
9. Collaborates with the agency’s Cabinet and Development & External Relations department about strategic planning, marketing efforts, and process improvement.
10. Measures and evaluates program performance against goals for the department and performance metrics of the organization’s strategic plan.
11. Performs other such duties within the scope of the Director of the Center for Economic Self-Reliance as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Current, lively interest in and knowledge regarding the impending digital revolution & its implications for future work opportunities
* Familiarity with and realistic understanding of prominent and recurring obstacles and barriers to economic progress for African Americans in Southwestern Pennsylvania
* Knowledge of workforce development planning and development theories and practices
* Knowledge of current and future workforce employment needs and workforce funding streams, focusing on local and regional information, but including national and international information
* Knowledge of trends and best practices in youth & adult workforce development and post-secondary pathways to self-sufficiency
* Knowledge of program development and evaluation, including the development of systems and tools for service integration and program implementation with an emphasis on service delivery and meaningful outcome measurements.
* Ability to track progress towards identified outcomes through quantitative and qualitative methods and use data to monitor and improve program operations
* Competency in project management, including the ability to undertake several projects at once, keeping track of project timelines and risk management, and maintaining accountability of the various parties involved in a given project
* Ability to present professional research, agency recommendations, and reports at workshops, seminars, board meetings, and other public events.
* Ability to effectively communicate orally and in writing to a wide range of individuals.
* Ability to work under pressure, meet objectives and meet periodic, milestone, and final deadlines.
* Ability to establish and maintain effective work relationships both internally and externally.
* Strong leadership and management skills with focus on staff development, accountability and achieving results
* Experience in writing and implementing grants.
* Computer skills including the ability to operate outcomes performance software

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

* Ability to work a flexible schedule including evening, nights and weekends.
* Ability to lift, carry and otherwise move up to 15 pounds on an occasional basis.
* Ability to utilize computer equipment to complete daily work responsibilities.
* Ability to operate fax/copy machines, telephone, calculator and general office equipment on a daily basis.
* Daily work in an office environment and with frequent travel to sites with exposure to weather conditions.
* Ability to travel for meetings, and other miscellaneous work assignments within or outside of Southwestern Pennsylvania.
* Must have a valid driver’s license, auto insurance and accept travel assignments on the job as required by the program.
* Must have reliable transportation.

**EDUCATION**

Bachelor’s Degree in Business or Education with at least seven (7) years of relevant experience including five (5) years at a management level.

Master’s Degree in Business or Education with at least five (5) years of relevant experience with three (3) years at a management level, preferred.

**Act 33/34 and FBI clearances required**.

**Note: This should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow and perform any other related duties as assigned.**

**Interested candidates should forward or email a cover letter and resume to:**

Administration

Urban League of Greater Pittsburgh

c/o Ms. Regina L. Scott

610 Wood Street, 4th Floor

Pittsburgh, PA 15222

jobs@ulpgh.org