



**WORKFORCE DEVELOPMENT
DIRECTOR POSITION**
(Announcement)
August 2025

The Northeast Georgia Regional Commission (NEGRC) is seeking qualified applicants for the position of **Workforce Development Director**. The Workforce Development Director is responsible for overseeing Workforce Development Division staff, operations, programs, grants, and contracts. The ideal candidate will be familiar with the Federal Workforce Innovation and Opportunity Act programs; have experience managing federally funded projects and working with public boards, authorities, or councils; and have a passion for empowering others to succeed.

The position requires strong leadership to supervise and mentor staff and to develop professional relationships with local, state, regional, and federal partners. It requires oversight of administrative programs and budgets. This position serves as one of the NEGRC's three program-division heads, reporting directly to the NEGRC's Executive Director and providing workforce development-related support and expertise to the NEGRC organization, Council, and Northeast Georgia region. The Workforce Development Director also serves as staff liaison and provides support to the Northeast Georgia Workforce Development Board and the Chief Local Elected Officials Board.

Required:

- Knowledge of the federal Workforce Innovation and Opportunity Act and relevant state and federal regulations.
- Knowledge of the legislative process and its impact on agency operations.
- Skill in developing working relationships with a variety of stakeholders.
- Knowledge of personnel management principles and practices and skill in training and supervising personnel.
- Skill in providing directives in compliance with policies and laws.
- Knowledge of contract negotiation and management and grant management principles.
- Strong written and oral communication skills.
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint) and office equipment.
- Bachelor's degree from an accredited college or university AND seven years of related experience OR equivalent combination of education and experience.

Preferred:

- Minimum three years in a management-level position.
- Graduate degree in a course of study related to the occupational field.

This position reports to the NEGRC's Executive Director. Salary is commensurate with experience and qualifications. The range for annual salary starts at \$102,048. A competitive benefits package is provided.

To Apply:

Send a complete resume and cover letter to: Amber Bailey, HR Manager, at abailey@negrc.org. Submissions can also be mailed to: NEGRC, Attn: Amber Bailey, HR Manager, 305 Research Drive, Athens, GA 30605-2795. Review of received resumes will continue until the position is filled. No telephone inquiries will be accepted.

The NEGRC is an equal opportunity employer. Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa.