



Director of Workforce Programs

Rogue Workforce Partnership

Rogue Workforce Partnership (RWP) is a nonprofit organization that aligns workforce investments with employer talent needs while expanding equitable access to employment, education, and training opportunities for youth and adults throughout the Rogue Valley, including Jackson and Josephine Counties.

ROLE SUMMARY

The Director of Workforce Programs provides leadership and oversight for Rogue Workforce Partnership's workforce development programs and initiatives. The role is responsible for guiding program strategy, leading the program management team, overseeing implementation of major initiatives including Southern Oregon Youth Works, and ensuring compliance with federal and state workforce regulations.

This position manages grant-funded programs serving youth, adults, and dislocated workers, oversees subrecipient contracts and monitoring processes, and works with regional partners to support workforce initiatives that respond to employer demand and community needs. The Director ensures programs meet performance outcomes while maintaining strong fiscal stewardship and regulatory compliance.

RESPONSIBILITIES

A. Program Leadership and Team Management

- Serves as a member of the Executive Leadership Team, working alongside the Executive Director and Finance Director to provide strategic leadership, guide organizational priorities, and support effective execution of the organization's mission and initiatives.
 - Provide leadership and oversight to the Workforce Programs team, including program managers, coordinators, and other program staff responsible for workforce initiatives.
 - Guide the team in planning, implementing, and improving workforce programs across youth, adult, and dislocated worker services.
 - Support staff development, provide coaching and technical guidance, and ensure the team has the tools and information needed to deliver high-quality programs.
 - Coordinate program efforts across the organization to ensure alignment with strategic priorities and regional workforce needs.
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B. Workforce Program Oversight

- Oversee implementation of Rogue Workforce Partnership's workforce programs funded through WIOA and other federal, state, and regional funding sources.
 - Provide oversight of Southern Oregon Youth Works, ensuring program goals, partnerships, and outcomes are achieved.
 - Ensure programs operate in alignment with federal and state workforce regulations and organizational policies.
 - Monitor program performance including enrollment, training completion, credential attainment, and employment outcomes.
 - Develop and manage program budgets and funding allocations.
 - Lead Rapid Response activities related to layoffs and worker dislocations.
 - Contribute to grant development and implementation of new workforce initiatives.
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C. Subrecipient Contract Management and Monitoring

- Oversee the development and administration of subrecipient contracts for workforce service providers.
 - Manage procurement processes for workforce program services in accordance with federal and organizational requirements.
 - Oversee monitoring and compliance reviews of subrecipient programs to ensure adherence to contract requirements, fiscal accountability, and regulatory standards.
 - Provide technical assistance and guidance to service providers to support successful program implementation.
 - Work with program staff and partners to address performance or compliance issues and implement corrective actions when needed.
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D. Data, Performance, and Continuous Improvement

- Establish and monitor performance metrics to assess program effectiveness and outcomes.
- Use data and program analysis to inform decision-making and improve program design and delivery.
- Support development and use of systems that track program performance, customer outcomes, and contract compliance.
- Identify opportunities to improve program operations, service delivery, and participant experience.

Rogue Workforce Partnership is an equal opportunity employer.
Auxiliary aides and services are available upon request to individuals with disabilities.

E. Partnerships and Sector Strategies

- Work with employers, education partners, and community organizations to support workforce initiatives and career pathway development.
- Align workforce programs with regional sector strategies and industry needs.
- Convene and facilitate meetings with partners and stakeholders to support collaborative workforce solutions.
- Convene and support the Local Leadership Team, bringing together regional partners to coordinate workforce investments, align initiatives, and guide implementation of major workforce strategies.
- Represent Rogue Workforce Partnership in regional and statewide workforce initiatives and working groups.

EXPERIENCE & TRAINING

- Eight years of progressively responsible experience in workforce development, program management, public administration, or a related field.
- Experience managing grant-funded programs and working within regulatory or compliance environments preferred.
- Bachelor's degree in business administration, public administration, social sciences, education, or a related field preferred.
- Experience working with employers, community partners, and public sector organizations.
- Any equivalent combination of education and experience that demonstrates the ability to perform the duties of the position.

KNOWLEDGE & SKILLS

- Knowledge of workforce development systems, including the Workforce Innovation and Opportunity Act (WIOA).
- Experience managing grant programs, contracts, and compliance requirements.
- Ability to analyze program data and performance outcomes.
- Strong leadership and team management skills.
- Excellent written and verbal communication skills.
- Ability to build collaborative relationships with partners across business, education, and community sectors.

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- Strong organizational, problem-solving, and critical thinking skills.
- Proficiency with Microsoft Office and common business technology platforms.

PHYSICAL DEMANDS OF THE JOB

Will be expected to often work at a desk or in meetings for long periods. They should be comfortable sitting at a computer, attending meetings, and standing when necessary. Must have the ability to use computers and other technology devices for various tasks. May need to travel occasionally for meetings with stakeholders, site visits, or conferences. Should be willing and able to travel as needed.

WORK ENVIRONMENT

Work is generally performed in an office or home office environment. Some travel and fieldwork are required. Responsibilities may require work outside of traditional work hours.

DRIVING

This position requires the ability to travel, both within and outside of the service area. Must have a valid Oregon driver's license and an acceptable driving record.

COMPENSATION

Commensurate with experience, skills, and performance.

BENEFITS PACKAGE AVAILABLE

Health, Dental, Vision, 401K retirement, 13 paid holidays, and Paid Time Off

LOCATION

The Rogue Workforce Partnership serves Jackson and Josephine Counties as a region. The position will be a hybrid of in-person and remote work within these two counties and may require travel within the region as needed.

For more information, please see:

<https://rogueworkforce.org/who-we-are/career-opportunities-with-rwp/>

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.