



Northwest Regional Workforce Investment Board seeks a Manufacturing Regional Sector Partnership Project Manager

Reports to: Director of Strategic Planning & Development / Regional Sector Partnerships' Liaison

Type of Employment: Project Management and Business-to-Business Engagement

Salary: \$65,000.00 - \$75,000.00

Location: American Job Center (office, remote, traveling)

Please note that the job summary is a general representation and may vary depending on the Regional Sector Partnership and the workforce board's needs.

Job Summary:

The Northwest Regional Workforce Investment Board is seeking a full-time highly motivated and dynamic individual to join our team as the "Manufacturing Regional Sector Partnership (RSP) Project Manager". This candidate will play a vital role in driving collaborative initiatives between businesses, educational institutions, government agencies, and community-based organizations within the Northwest region of Connecticut. This role's primary responsibility will be to oversee and coordinate projects aimed at fostering economic growth and workforce development in the manufacturing industry, through strategic partnerships. This individual will work closely with diverse stakeholders to identify opportunities, design action plans, and ensure successful execution of projects that align with regional economic goals.

Key Responsibilities:

1. Meeting Facilitation and Coordination: Schedules and sends out agendas/announcements about upcoming meetings; arranges logistics of in person meetings and engagement events; facilitates meetings with business leaders and key support partners to develop priority-based actions plans; distributes meeting invitations, summaries, minutes, and communications in timely fashion; remains neutral in conversations and facilitates partnership meetings without pushing own agenda.
2. Project Planning and Implementation: Collaborates with stakeholders to define project objectives, scopes, and timelines. Develops comprehensive project 'action plans', ongoing project management, and administrative support to the partnership. Ensures that action teams are adequately supported by identifying ideal public support partners to collaborate with to implement industry priorities. Monitors progress, resolves issues, and implements adjustments as needed. Holds partners accountable for accomplishing tasks within the established timeframe.
3. Stakeholder Engagement: Builds and maintains strong relationships with manufacturing business leaders and industry associations in the Northwest region. Builds and maintains strong relationships with academic institutions, Chambers of Commerce, and other key public support partners. Fosters open communication and consensus-building among stakeholders with varying interests in the manufacturing sector.

4. Needs Assessment and Analysis: Conduct thorough assessments of regional workforce development needs, economic trends, and industry-specific challenges. Utilize data-driven insights to inform project strategies and decision-making.
5. Evaluation and Reporting: Measure the impact and effectiveness of projects, gathering feedback from stakeholders and analyzing outcomes. Prepare comprehensive reports and presentations to communicate project results to internal and external audiences.
6. Government Relations: Interface with relevant government agencies to ensure compliance with regulations and secure potential funding opportunities for sector partnership initiatives.
7. Continuous Improvement: Identify areas for improvement and innovation in sector partnership practices. Implement best practices and lessons learned from previous projects to enhance future collaborations.
8. Networking and Representation: Represent the regional sector partnership at industry events, conferences, and community gatherings. Promote the partnership's mission and achievements to build a positive reputation within the region.

Qualifications:

- Proven experience of minimum five years in project management, partnership development, or B2B sales, networking, and outreach.
- Strong understanding of economic trends, labor market dynamics, and industry-specific challenges within the region.
- Excellent leadership, communication, and negotiation skills to foster collaboration among diverse stakeholders and the public.
- Solid analytical abilities to interpret data, conduct needs assessments, and make data-driven decisions.
- Ability to manage multiple projects simultaneously, meet deadlines, and adapt to changing circumstances.
- Proficiency in project management tools and software such as Microsoft Office Suite.
- Familiarity with government policies, funding sources, and workforce development programs is advantageous.
- Preferred bachelor's degree in business administration, economic development, communications, or a related field.
- Preferred established strong network of business relationships within the manufacturing industry of Northwest Connecticut.
- Willingness to travel occasionally within the region.
- Friendly, engaging, and outgoing demeanor.

How to Apply:

If you are passionate about driving regional economic growth and workforce development through effective sector partnerships, we invite you to apply for the Manufacturing Regional Sector Partnership Project Manager position. We are looking for a dynamic and results-oriented individual who thrives in a collaborative environment. To apply, please submit your resume and a cover letter detailing your relevant experience and accomplishments in managing complex projects and fostering partnerships to ana.goncalves@nrwib.org.