



State Leader Job Description

About Apprenti

Apprenti is a registered apprenticeship program of the Washington Technology Industry Association (WTIA) Workforce Institute. Apprenti provides a proven, reliable pipeline for underrepresented minorities, women and veterans to gain training, certification and placement within the talent-hungry tech industry. Through our innovative selection, certification and hiring process, we are bridging the talent gap and meeting the demands of the tech industry's growing workforce. Apprentices receive two to five months of full-time training then begin one year of paid on-the-job training with one of the program's hiring partners. The program is partially funded through a grant from the American Apprenticeship Initiative of the U.S. Department of Labor, with support from private foundations. More information about Apprenti can be found at ApprentiCareers.org.

Position Description

The role of Massachusetts State Leader is new and will head the successful expansion into the Commonwealth of Massachusetts. While based in Boston, MA, this position will be responsible for leading the program for the entire Commonwealth and will engage with business partners across the state including government and state agencies. The role performs a wide range of duties including some or all of the following:

Executive Leadership and Management

- Lead, under direction of Apprenti Washington, the planning and delivery of registered apprenticeship and related activities in accordance with the mission and goals of the organization and the funded grants
- Develop and implement long-term strategic plan to achieve the successful outcome of the program, identifying and maintaining key relationships in market to ensure success.
- Facilitate consistent and high-quality delivery of Apprenti program across state in partnership with Program Manager
- Engage with Commonwealth of Massachusetts, private partners and key stakeholders to ensure the effective program delivery as needed
- Manage a budget and operating plan to support the program and achieve desired outcomes under direction of Seattle, WA based Executive Director

- Identify and advocate for local and regional financial support of the program to ensure the continuous delivery and sustainability of services

Employer Identification & Recruitment

- Identify and cultivate Massachusetts corporate hiring partners for the purpose of securing apprentice head count
- Perform high level account management with strategic employers
- Ensure that program activities comply with all relevant legislation and professional standards
- Speak publicly and deliver presentations to recruit participants and employers generating awareness, and ultimately, signed commitments

Other

- Manage Apprenti staff in Massachusetts to ensure program delivery as prescribed
- Support program delivery, including interviewing apprentice candidates with Program Manager
- Identify and cultivate partnerships that can serve in the delivery of the program
- Act as a strong public voice in the Commonwealth as an advocate of the registered apprenticeship system and its value to non-traditional sectors
- Communicate effectively with Seattle Apprenti office; seek support and manage resources as needed
- Manage relationships with supporting and contracted partnerships in market

Required Qualifications

- BA or equivalent relevant experience
 - MBA preferred
- 5- 7 years of experience with 3 years in a business development role
 - Experience in technology sector and understanding of technology platforms
- Demonstrated success in business development and key account management with comfort presenting to senior level technology professionals about program
- Experience working with multiple stakeholders including government, education and private sector
- Experience with budget management and achieving target performance metrics
- Proficient using technology as a management reporting tool and experience working with information technology systems
- Experience working with a high-performance, collaborative, constructive peer group

- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to, and passion for, working in a mission driven organization
- Experience working with military and diverse populations, accelerated learning platforms and/or education or apprenticeship programs
- Experience or knowledge of registered apprenticeship as a system preferred
- Successful completion of background check is required

Operational Excellence:

- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients
- Excel at clear communication with complexity of countrywide initiative, multi-market stake holders and a remote role
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization

Qualified candidates should send a resume and cover letter detailing interest to:

apprenti@washingtontechnology.org

About the Washington Technology Industry Association (WTIA) Workforce Institute:

The WTIA Workforce Institute is a non-profit 501(c)3 organization created to drive workforce initiatives to assist under represented communities seeking to enter the technology industry. The Institute has partnered with the Washington Technology Industry Association (WTIA), Washington state's unifying voice for the technology community, and the Washington State Department of Labor and Industries to operate Apprenti, a technology training and registered apprenticeship program.

The WTIA Workforce Institute is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, protected veteran status, disability status, or any other characteristic protected by law. We encourage persons of diverse backgrounds to apply.