

# Firelands Forward Director

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**Organization:** Greater Sandusky Partnership

**Location:** Sandusky, Ohio



Program of Greater Sandusky Partnership

## About Greater Sandusky Partnership

The Greater Sandusky Partnership (GSP) is a comprehensive economic development organization committed to cultivating a vibrant regional economy. Through a strategic blend of destination development, business retention and expansion, workforce development, entrepreneurship support and advocacy work, the GSP strives to propel the Greater Sandusky region into a premier destination to live, work and thrive. By fostering an environment conducive to growth and innovation, the GSP works to attract and retain residents, driving population growth and ensuring sustained prosperity for the region.

## Position Summary

Firelands Forward is a multi-county initiative which seeks to drive economic growth through innovative regional workforce strategies. The Firelands Forward Director will be a visionary, dynamic leader who can grow and lead this new workforce development collaborative. The Director acts as the public ambassador for Firelands Forward and is responsible for facilitating the collective success of the regional effort. Specifically, the Director will drive the internal and external functions of the initiative, including strategy, services execution, e-communications, community engagement, and fundraising functions. Firelands Forward is a program of Greater Sandusky Partnership (GSP) and is managed as a collaborative between stakeholders of Erie, Ottawa, and Huron Counties. The Program Director's work is supported by an advisory board of public and private investors between all three counties.

## Key Responsibilities

The Director will construct value-added services in alignment with the strategic goals set by the Firelands Forward planning process that will attract, retain, and develop talent in Erie, Huron, and Ottawa Counties. The Director will manage the staff and systems of the Firelands Forward workforce development collaborative and will be accountable for nurturing the efficiency and effectiveness of both. The Director will provide high-level strategic thinking and facilitation of Firelands Forward Advisory Board. Key responsibilities include:

### Development

- Build Firelands Forward's identity as a respected, neutral convener among a broad spectrum of local stakeholders
- Cultivate excellent working relationships with senior business, education and community leaders that inspires collective action
- Ensure effective facilitation of all Advisory Board & stakeholder meetings and provide regular reports on group progress against goals and indicators
- Help identify and recruit additional cross-sector stakeholders to participate in the initiative through the development of Work Groups (committees utilized to achieve regional workforce development goals)

### Leadership

- Develop systems to share organizational decisions with the collaborative's Advisory Board, staff members and other stakeholders
- Integrate and collaborate with subject matter experts to design and implement

regional labor market solutions

- Select, contract with, and oversee work of consultants as appropriate (e.g., data management, grant-writing, etc.)
- Establish, facilitate, and execute effective and open communication with staff, particularly related to internal decisions and strategy
- Identify capacity gaps and create hiring plans that acknowledge and plan for possible organizational growth and shrinkage.
- Coordinate professional development for the Advisory Board and Work Groups to ensure that they are informed and prepared to make decisions

#### Committee Support

- Provide support to Advisory Board officers, facilitate meetings, and assist in preparation of meeting materials, etc.
- Provide regular reports on progress against goals and indicators
- Build and maintain relationships with Advisory Board and Work Group members

#### Communications (*Working in conjunction with other GSP staff on the following*)

- Communicate the objectives of Firelands Forward to the community and potential partners
- Create or manage creation of quarterly and yearly summary progress reports for the Advisory Board, Work Groups, and external audiences

#### Fund Development (*Working in conjunction with other GSP staff on the following*)

- Evaluate revenue model and identify and secure potential funding streams to support Firelands Forward's goals and priorities
- Write grants, as needed, or oversee work of grant-writer
- Work with implementing agencies to provide information to support their grant applications
- Oversee grant reporting to funders as required
- Provide support and guidance to partner organizations in aligning resources to Firelands Forward's agenda (e.g., supporting identification of grant opportunities that align)
- Track all of the Collaborative's funding, including funds from partner organizations, develop relationships with potential funders, and participate in relevant networks

#### Community Partnerships

- Build and maintain relationships with community partners
- Coordinate research and other activities with Firelands Forward partners to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed
- Coordinate with other projects and coalitions in the same field to maintain a full understanding of the current landscape of local and regional workforce activities and integrating their work into the Collaborative as appropriate
- Update outreach strategy as new needs emerge

## **Qualifications and Experience**

- Bachelor's degree required.
- Minimum 5-years work experience in a related field such as: human resources, community development, workforce development, education, or sales & marketing. Responsibilities in planning and delivering activities that require high level community engagement, facilitation and labor market content knowledge.
- Familiarity with workforce development challenges, with a focus on recruitment, hiring and retention of qualified employees.
- Supervisory experience leading a small team.
- Knowledge of project management fundamentals and experience managing complex projects.
- Experience in a start-up environment.
- Experience and comfort in communicating with business executives and elected officials.

The Firelands Forward Director position is full-time with benefits. Compensation is commensurate with experience.

## **Application Instructions**

Learn more about this project at [firelandsforward.com](https://firelandsforward.com). Email a cover letter and resume to Lindsey Hoke at [lhoke@greatersandusky.com](mailto:lhoke@greatersandusky.com).

## **Deadline for Applications**

Applications will be reviewed on a rolling basis beginning March 8, 2024, and applications will be accepted until position is filled.

The Greater Sandusky Partnership is an equal opportunity employer and welcomes applicants from diverse backgrounds. We are committed to fostering an inclusive and supportive work environment for all employees.