Job Posting: Director – Competencies & Credentials

This year, Corporation for a Skilled Workforce (CSW) celebrates its 30th year as a national 501(c)(3) non-profit organization that catalyzes change in educational and labor market systems, policies and practices to increase economic mobility, particularly for people of color and others historically excluded from advancement opportunities. CSW focuses on achieving scalable improvements in worker skills, lifelong learning, and job quality. CSW collaborates with change makers to develop strategies, identify evidence to inform strategies, build the capacity of organizations, manage initiatives, and evaluate lessons learned.

Position Summary

CSW is seeking a Director – Competencies & Credentials to join our team to lead, develop, and manage CSW’s portfolio of work centered on expanding dramatically the use of competencies and non-degree credentials within learning and talent management systems to increase economic mobility for low-wage workers and address racial disparities. Across the past decade, CSW has been a leader in a growing national movement to rethink credentialing and to increase the use of competencies. This focus includes:

Expanding the use of competencies

- Improving alignment of educational programs and job requirements, using competencies as a common language.
- Building competency-based talent systems within organizations, infusing competencies into job descriptions, hiring, performance feedback, and professional development.
- Assessing learner/job seeker competencies so they understand what they know and can do, and can see how to apply their competencies to diverse educational and career paths.

Building system(s) of incremental credentials

- Working with colleges, universities, and state postsecondary systems to develop and offer at scale smaller credentials in addition to degrees, so that learners get credit for smaller modules of learning for which they get no recognition currently.

Ensuring competencies and credentials are used to increase equity and economic mobility, especially for Black and Latinx workers.

- As new methods, tools, and systems are built to use the power of competencies and smaller credentials, CSW’s work focuses on how to ensure those strategies increase inclusion and equity.

In pursuing these strategies, the Director will lead determination of what mix of products and services CSW provides. In particular, the Director will be responsible for determining how best to use CSW’s recently developed competencies application in the marketplace.

The Director is a recognized expert in competency-based education, competency-based talent management systems, and competency-based credentialing systems. The Director will develop leading-edge ideas and fundable high-impact initiatives focused on diffusing the use of competencies and credentials to improve educational and employment choices and pathways. The Director will work closely with CSW’s leadership team and will report to the President & CEO.

CSW is committed to building a diverse staff and strongly encourages applications from candidates of color.

Essential Responsibilities

- Knowledge and Expertise: Self-directed contributor who promotes the health and vitality of CSW to achieve its mission and values; establishes a vision for scalable use of competencies and credentials in and across education and industry; develops, coordinates, and manages CSW’s Competencies & Credentials
portfolio; uses expertise, research, data and information to generate knowledge and communicate insights internally and externally; and engages with partners and clients through various entry points such as the development of promising practices, models, front-end assessment, evaluation, strategy development, reporting, facilitation and advising.

- **Market & Business Development and Sales:** Develops a point of view to describe this programmatic area as a value proposition; builds partnerships that strengthen CSW’s ability to do high-impact work; monitors markets and trends in the program area; identifies and pursues opportunities; develops concept papers that are fundable propositions; develops a communication strategy including target audiences, messaging, content, and distribution channels; coordinates with other directors to enhance overall CSW impact; leverages existing and builds mutually beneficial relationships with funders, peer organizations, corporations and government entities especially economic decision-makers; and leads the production of revenue generating proposals.

- **Organizational Development:** Advises on and engages in inclusive strategies for CSW organizational change, transformation and alignment; leads an internal strategy team; identifies ways for CSW to engage in continuous innovation; supports equity and inclusion for leaders, teams and organizations; and works through ambiguity while moving toward clarity.

- **Racial Equity and Inclusion:** Assesses the degree to which privileged and marginalized status affects systems and strategies; designs strategies to increase equity; threads social justice into projects; and uses reflective thinking to gain insight into assumptions, world views, bias, and beliefs.

- **Staff Management:** Leads Competencies & Credentials team; leverages staff expertise, interests and talents to build the programmatic area and portfolio of work; coordinates and monitors all projects in the portfolio to ensure staff are meeting goals, have resources, and are motivated and productive; and encourages individual staff development, learning and career progression.

- **Project Management:** Works with CSW leadership team to establish project teams, roles and responsibilities; leads client projects as requires; monitors and ensures client satisfaction and project successes; delivers projects on time, on spec, and on budget; ensures project learning is articulated and shared within and across CSW teams and programs; and uses learning to generate new fundable propositions.

**Compensation**

Employee compensation includes: 1) *cash rewards* in the form of base salaries; 2) *non-cash rewards*, which can include health, dental, vision, life and disability insurances, a 403(b)-retirement savings plan, a Section 125 Cafeteria plan, and a flexible spending account; and 3) *other non-monetary benefits*, such as flexible work schedules, an informal work environment, and the ability to work part- or full-time from home.

**Work Location:** Flexible work location. CSW is headquartered in Ann Arbor, MI but CSW team members are located around the world, with most working from home offices. Staff travel is resuming post-pandemic, but staff members are encouraged to limit travel to situations in which it is crucial to the work involved.

**Full/Part Time:** Full-Time  
**FLSA Status:** Exempt  
**Posting Dates:** June 7 to July 12, 2021

**Salary:** The salary range is $100,000 - $125,000 and is commensurate with the qualifications and experience of the selected candidate.

Submit a resume and cover letter addressing your specific interest in the position and outlining your skills and experience that directly relate to this position. Please email materials to: Debbie Charlton, Senior Support Specialist, dcharlton@skilledwork.org.