

## **Director, Education & Workforce Development**

Innovative...high-tech...revolutionary... these are just a few of the characteristics that sets the Advanced Functional Fabrics of America (AFFOA) team apart from its competitors. As a member of the National Network of Manufacturing Innovation (NNMI) Institutes, AFFOA's mission is to lead a Nationwide enterprise for advanced fiber & fabric technology and manufacturing innovation, enabling revolutionary new system capabilities through the transformation of traditional fibers, yarns, and textiles into highly sophisticated integrated and networked devices and systems. AFFOA's focus is on defense and commercial applications.

AFFOA is seeking an individual to grow AFFOA's education and workforce development as a business unit within the Institute, while engaging across industry, academia, and government in the development and execution of AFFOA's EWD strategy.

The ideal candidate will have a passion for education, and development of the future workforce, and will be flexible, detail-oriented, and have excellent interpersonal and communication skills. This position requires the ability to work with minimal direction, the capacity to move quickly and be flexible while delivering high-quality results. Key success metrics for this position will include the development on new externally sponsored EWD programs and the execution of these programs with the broader national AFFOA ecosystem.

The successful candidate will have experience in business growth withing the EWD environment developing new programs cutting across industry and academia. The individual will have an exciting opportunity to grow in a complex environment that combines the world's most advanced fiber and fabric technology, product development, government contracting, manufacturing, and education and workforce development. As a part of an integrated team, the role will report to VP New Business Development & Partnerships, and work closely with external partners, finance, business development, program management, product and technical staff. Significant collaboration within AFFOA and within AFFOA's ecosystem will be required.

### **Job Duties**

- Develop strategies for growing a financially self-sustaining EWD business unit leveraging core investments from DoD, Industry, and academia
- Identify and lead the development of proposals, securing funding from a range of sources to pursue local, regional and national EWD programs and initiatives tied to the advanced fiber and fabrics space, in collaboration with member partners
- Refine and execute the Institute's Education and Workforce Development (EWD) strategy for advanced fibers and fabrics
- Create Education and Workforce Development roadmaps, goals and plans for financial sustainability
- Review, innovate and scale current programs in partnership with local vocational schools, as well as community college and university partners.
- Manage operations of programs and projects, including logistics, scheduling, resource/equipment planning, staffing, data collection, data analysis, detailed reporting on ongoing and completed programs
- Continuously evaluate programs to ensure they are impactful to industry, high quality, scalable and sustainable
- Conduct continuous research into current workforce development trends and needs in the advanced fiber and fabrics industry to help inform future initiatives
- Cultivate existing relationships and develop new relationships with potential EWD partners to grow EWD membership.
- Serve as the point of contact for the Department of Defense on all Institute EWD matters and reporting requirements

- Collaborate with EWD directors from other Manufacturing Innovation Institutes on network wide initiatives and programs
- Additional duties as assigned

### **Qualifications**

- 3-7+ years of experience in a business development role plus an additional 3-7+ years industry, workforce development or university experience working with proposals, program management, curriculum and workforce development, etc.
- Experience in securing funding for programs, preferably within the EWD space
- Experience with developing large proposal or grant submissions for local, state or federal funding opportunities
- Ability to assess and determine creative strategies for new and emerging EWD programs and roadmaps
- Ability to manage a portfolio of programs and events, balance and reprioritize as necessary and deliver high-quality work on schedule and budget
- Strong written and oral communication skills with the ability to present ideas and results effectively to stakeholders and senior leadership.
- Ability to design and report metrics that demonstrate effectiveness and efficiency of initiatives to senior leadership
- Experience in creating and/or evaluating curriculum and other educational elements
- Experience with facilitation and/or development of workforce development/training strategies, objectives, budgets, and execution plans
- Background or experience with textiles industry a plus
- Willingness to learn new processes and tasks in a growing and changing environment
- Strong ability to build relationships and work collaboratively toward common goals both internally and externally with national, regional, and local organizations
- Master of Education Degree preferred

**Work Authorization:** Must be a US Citizen or Green card holder

**EEO Statement:** *AFFOA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, or any other characteristic protected by law.*

Contact Karen Mehegan at [kmehegan@affoa.org](mailto:kmehegan@affoa.org) or, [kmehegan@comcast.net](mailto:kmehegan@comcast.net) to apply