



## JOB DESCRIPTION

<b>Department:</b> Institute for Workforce Excellence (Institute)
<b>Position Title:</b> Assistant Director for Talent and Training
<b>Reports To:</b> Executive Director, Institute
<b>Exempt/Non-Exempt:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (OT Eligible)

### Summary:

The assistant director serves as a key resource for employers engaging with the Institute for Workforce Excellence, providing direct support in assessing talent development needs and strengthening workforce and training strategies. This role focuses on working closely with employers to understand current and future skill demands, evaluate existing talent development approaches and identify opportunities for improvement aligned with organizational goals.

The assistant director brings subject-matter expertise in talent development, training design and workforce strategy to support employers in developing, refining and implementing effective talent and training solutions. In collaboration with internal teams and external stakeholders, the assistant director contributes to the implementation of the organization's strategic plan by identifying innovative, practical and data-informed approaches that advance employer outcomes and long-term workforce development objectives.

### Essential Duties and Responsibilities:

- Assess employer talent development needs and provide strategic guidance on workforce, training and skills-building strategies.
- Serve as a subject-matter expert supporting employers in the design, improvement and implementation of talent and training solutions.
- Support and advance ongoing initiatives related to work-based learning, skills-based talent strategies, talent pipeline management and human resources programming.
- Advise employers on expanding and diversifying talent pipelines, including effective work-and-learn and work-based learning models.
- Create and deliver employer-focused content and professional development resources, including workshops, webinars, toolkits, guides and digital learning materials.
- Collaborate with employers and partners to inform career pathway development aligned with workforce demand.
- Gather and analyze employer feedback and data to inform content development, improve services and support continuous improvement.
- Represent the Institute at employer-focused events and convenings related to talent and workforce development.
- Contribute to implementation of the Institute's strategic plan through innovative, actionable employer-focused initiatives.
- Support the executive director with grantmaking, project development and related strategic efforts.

### **Secondary Duties/Responsibilities:**

- Assist with Indiana Chamber activities as required.

### **Job Requirements:**

- Undergraduate degree in education, workforce development, human resources, business or a related field; relevant experience may be considered in lieu of a specific discipline.
- Three to five years of experience supporting or leading initiatives related to talent development, workforce strategy, training programs or work-based learning.
- Strong written, verbal and interpersonal communication skills, including experience presenting to and engaging employer audiences.
- Ability to analyze, interpret and communicate information effectively to diverse stakeholders, including employers, educators and workforce professionals.
- Strong organizational skills with the ability to manage multiple projects and priorities simultaneously.
- Comfort working independently while collaborating across teams and initiatives.
- Willingness and ability to travel moderately throughout Indiana as required.

### **Skill Preferences:**

- Familiarity with Indiana's education, workforce and employment ecosystems, including employers, training providers and workforce intermediaries.
- Understanding of non-profit organizational structures, operations and mission-driven program delivery.
- Working knowledge of the Microsoft Office Suite (Outlook, Word, Excel and PowerPoint) and comfort using technology to support collaboration and content development.
- Strong facilitation and presentation skills for engaging employer and stakeholder audiences
- Ability to synthesize employer input, workforce data and best practices into practical guidance and usable resources.
- Experience creating employer-facing content such as toolkits, guides, training materials or presentations.
- Consulting or advisory skills, including active listening, needs assessment and solution development.
- Demonstrated ability and interest in cultivating professional relationships to advance work-based learning, skills development and talent pipeline initiatives across the state.

### **Direct Reports:**

Incumbent has no direct reports and therefore has no supervisory responsibilities.

### **Personal Work Relationships:**

Candidate should be highly adaptable with the ability to work effectively both independently and collaboratively with other members of a cross-functional team.

### **Physical Effort:**

Office environment, standing, sitting, walking, lifting between 10 to 25 lbs., speaking, hearing and manual dexterity.