

**List of WPWIB Staff Members:**

1. Lisa Fultz – Executive Director
2. Philip Wenkstern – Project Administrator
3. Kathy Barton – Continuous Improvement Specialist
4. Lisa Frick – Continuous Improvement Specialist



## EXECUTIVE DIRECTOR

Salary Range - \$75,000 to \$90,000  
Full Time Position

### About the West Piedmont Workforce Investment Board

Serving Danville and Martinsville and the counties of Henry, Patrick and Pittsylvania, the West Piedmont Workforce Investment Board (WPWIB), in partnership with the region's local elected officials, provides leadership and strategic direction to determine how best to deliver workforce services for the region. The WPWIB designates, funds and monitors the region's four Virginia Workforce Centers to execute these defined workforce services.

**Vision Statement:** In the West Piedmont region, employers have access to a skilled workforce and individuals maximize their desired career potential.

**Mission Statement:** The WPWIB improves the quality of the local workforce, increases employment opportunities and wealth and enhances the productivity and competitiveness of employers.

**Customers:** Primary customers are economic developers (and employers as partners).

**Role:** The WPWIB has several roles to further its vision and mission:

- **Catalyst of change** in the community to build effective partnerships.
- **Intermediary/broker** between key stakeholders to ensure mutually beneficial relationships and outcomes.
- **Strategically invest** in program innovation.
- **Community facilitator and convener** to identify issues and work collectively with community partners to address them.

### Qualities of the Executive Director

The ideal candidate for Executive Director has a professional history of:

- **Building positive relationships** within the public and private sectors.
- **Demonstrating strong project management skills** to achieve specific outcomes.
- Possessing a high degree of **motivation, good judgment, and self-direction** to define processes to achieve organizational goals.

In addition, strong candidates demonstrate the following characteristics:

- **Community Leader** – has a demonstrated passion for workforce development, economic development and education and an understanding of where the three sectors intersect toward developing a strategic workforce development system. Willing to communicate the local vision and engage others.
- **Visionary** – looks beyond business as usual with foresight, innovative ideas and creativity.
- **Strategic Decision Maker** – encourages the board to think big to see the broader workforce issues and provides direction and leadership based on the (1) mission and strategic objectives and (2) customer needs and expectations, resources, and programs.
- **Positive Change Agent** – celebrates change, welcomes challenges as opportunities.
- **Collaborator** – engages partners, board members and the community.

### **Knowledge, Skills and Expertise**

Successful candidates possess the following:

- Leadership and a demonstrated desire to get things done.
- Willingness to work with others and respect their views.
- Knowledge of the Workforce Investment Act of 1998 and related regulations.
- Good communication and organizational skills.
- Ability to work in a fluid environment and demonstrate flexibility.
- Process management and project management.
- Confident with financial management.
- Negotiating skills.
- Honesty and fairness in dealing with colleagues.
- A commitment to the ideals of quality and equity in delivering workforce development services.
- Determination, motivation and commitment.

### **Responsibilities**

Responsibilities include, but are not limited to, the following:

- **Finances**
  - Works with board and staff to develop and manage the budget on average of \$3 million as well as assist with the preparation of financial statements. Identifies, develops, implements, and oversees contracts and monitors outcomes.
  - Acts as the organization's primary contact with the community for funding matters.
- **Programs**
  - Communicates and works with leaders within business, economic development and education communities. Meets the needs of the business community and the region in ways that will further the WPWIB's vision and mission.

- Interfaces with state and federal agencies and other partners. Identifies activities and projects in which the WPWIB should consider, inviting other partners to participate as appropriate.
- Oversees program evaluation.
- Coordinates various events and special projects as appropriate.
- Motivates, supervises and evaluates WPWIB staff and contractors, as well as interns, consultants, partners.
- The Board
  - Serves as the chief paid executive to the board, collaborates with local elected officials, and various WPWIB committees.
  - Works closely with the WPWIB chair to engage the board to advance the board's strategic objectives.
- Qualifications
  - Bachelor's degree or equivalent experience
  - Experience in working with the private and nonprofit sectors
  - Proven ability to develop and manage budgets
  - Ability to build relationships and partnerships
  - Ability to listen and communicate effectively as well as excellent presentation skills
  - Proven ability to handle multiple projects and meet deadlines
  - Demonstrated problem solving abilities
  - Strong computer skills
  - Demonstrated knowledge of economic development, workforce development and education
  - Five years of managerial experience preferred

### **Compensation**

- Compensation commensurate with experience. Salary range: \$75,000 to \$90,000, plus benefits.

### **To Apply**

Please send cover letter, resume, salary history and three references to the WPWIB Chairman:

Mr. Jim Daniel  
Daniel, Medley & Kirby, P.C.

**Mailing Address:**  
P. O. Box 720  
Danville, VA 24543

**Delivery Address:**  
110 North Union St.  
Danville, VA 24541



## **PROJECT ADMINISTRATOR**

Annual Salary Range -- \$40,000 - \$50,000

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### **JOB SUMMARY**

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The Project Administrator's main responsibility will be to assist the Executive Director with conducting research, and developing reports and completing administrative duties as outlined below:

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### **KEY ELEMENTS**

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- Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders;
- Establishing and maintaining relationships with potential partners for grant opportunities and collaboration, in addition to and working closely with the Executive Director;
- Assembling and submitting grant requests, including letters, proposals, budgets, and presentations;
- Establishing and maintaining personal contact and relationships with foundation contacts and program officers;
- Ensuring prompt acknowledgement of foundation gifts;
- Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
- Conducting grant prospect research;
- Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals
- Providing writing support for major donor and individual contribution letters and acknowledgements;
- Work with Executive Director and Program staff to develop and maintain all grant agreements and MOUs pertaining to grant awards;
- Grant administration duties will include applying for a range of 12-20 appropriate (determined as a match between the WPWIB and funder's missions) grants per year or as otherwise determined by the WPWIB's Alternative Sources of Revenue Committee and reviewed by the Board annually. A realistic goal for successful grant application rates will be determined annually by the ASR Committee and will be reviewed by the Board annually;
- Work with the Executive Director to procure services and goods as necessary, including developing RFP's and RFQ's;

- Work with the Executive Director to develop reports as required by the state, Board or other agencies;
- Work with the Executive Director to review invoices;
- Work with the Executive Director to maintain Board certification;
- Work with the Executive Director to prepare Board or standing committee meeting packets;
- Facilitate meetings to result in positive solutions;
- Participate in a minimum of 2 outreach/partner meetings per month which promote/benefit the WPWIB;
- Coordinate all outreach (marketing) activities including social media, website content, printed collateral, e-newsletter and public announcements including press releases and meeting notices;
- Assists with general office responsibilities, such as but not limited to (1) greets and answers phone, directs calls appropriately and responds to questions, (2) opens, dates and sorts mail, (3) orders office supplies (4) maintains various contact lists;
- Other duties and special projects as needed.

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## **EDUCATION/TRAINING/EXPERIENCE**

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- Bachelor's degree required;
- Exceptional knowledge of technology, including Microsoft Office Suite, Adobe Pro, Qualtrics, Prezi, Survey Monkey and other software necessary for successful management of grants;
- Excellent project management skills;
- Demonstration of successful work with research;
- Valid driver's license.

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## **SKILLS**

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- Excellent oral and written communications skills with attention to details and accuracy;
- Ability to work collaboratively with diverse groups, stakeholders and elected officials;
- Follows policies and procedures;
- Effective project management;
- Completes administrative tasks correctly and on time;
- Supports organization's goals and values;
- Respects diversity;
- Adapts to changes in the work environment;
- Able to deal with frequent change, delays or unexpected events;

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## **PHYSICAL DEMANDS**

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Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

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## **EQUIPMENT**

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This position uses all general office equipment including computer, e-mail, fax, copier, calculator and other related equipment on a daily basis.

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## **WORKING CONDITIONS**

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When performing in an office setting, the noise level in the work environment is usually moderately quiet.

The above job description outlines the general details considered necessary to describe the essential functions of this job. It is not a listing of all work requirements or duties that may be a part of this job.

The West Piedmont Workforce Investment Board and sub-recipients are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Primary source of funding is from the U.S. Department of Labor Employment and Training Administration.



## **CONTINUOUS IMPROVEMENT SPECIALIST**

Salary -- \$38,000 to 50,000

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### **JOB SUMMARY**

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Assists with continuous improvement and compliance all WIA program activities and provides data validations and corrections for all programs. This team member reports to the Executive Director.

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### **KEY ELEMENTS**

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- Works regularly with WIA contractors to ensure continuous improvement of all programs;
- Facilitates positive and productive partnerships with WIA contractors;
- Focuses on positive workforce solutions and meeting business customer needs;
- Works regularly with contractors of all WIA programs to ensure all data entered into VOS is accurate; works with contractors to makes corrections as needed and collaboratively develops and implements process changes to prevent repetitive issues;
- Monitors all WIA programs with assistance from Continuous Improvement Assistant;
- Responsible for all duties required by Equal Opportunity Officer for Workforce Area 17;
- Facilitates implementation of Workforce Innovation and Opportunity Act (WIOA);
- Manages training provider certifications and re-certifications;
- Plans and facilitates Program Planning and Development Committee and Audit Committee meetings and standing committee meetings and Board meetings as needed;
- Provides updates to forms and policies with input from contractors and Board/committees;
- Participates in a minimum of 2 outreach/partner meetings per month which promote/benefit the WPWIB;
- Manages program reporting to the state;
- Maintains files;



- Assists with general office responsibilities, such as but not limited to (1) greets and answers phone, directs calls appropriately and responds to questions, (2) opens, dates and sorts mail, (3) orders office supplies (4) maintains various contact lists;
- Other duties and special projects as needed.

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## **EDUCATION/TRAINING**

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- Bachelor's degree from a four-year college or university or the equivalent combination of experience and training required;
- Excellent knowledge of technology;
- Valid driver's license.

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## **SKILLS**

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- Excellent oral and written communications skills with attention to detail and accuracy;
- Ability to interpret complex policies and procedures and develop written training materials and deliver effective presentations to contractors;
- Effective project management;
- Effective change management;
- Collaborative team member;
- Ability to complete administrative tasks correctly and on time;
- Proficient in Microsoft Office software, Adobe Pro, Prezi, Survey Monkey and data analysis skills;
- Supports organization's goals and values;
- Respects diversity;
- Adapts to changes in the work environment;
- Able to deal with frequent change, delays or unexpected events.

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## **PHYSICAL DEMANDS**

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Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

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## **EQUIPMENT**

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This position uses all general office equipment including computer, e-mail, fax, copier, calculator and other related equipment on a daily basis.

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## **WORKING CONDITIONS**

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## **CONTINUOUS IMPROVEMENT ASSISTANT**

Salary - \$28,000 to 38,000

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### **JOB SUMMARY**

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Assists with continuous improvement and compliance all WIA program activities and provides data validations and corrections for all programs. This team member reports to the Executive Director.

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### **KEY ELEMENTS**

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- Works regularly with WIA contractors to ensure continuous improvement of all programs, with major focus on Youth programs;
- Facilitates positive and productive partnerships with WIA contractors;
- Focuses on positive workforce solutions and meeting business customer needs;
- Works regularly with contractors of all WIA programs to ensure all data entered into VOS is accurate; works with contractors to makes corrections as needed and collaboratively develops and implements process changes to prevent repetitive issues;
- Assists Continuous Improvement Specialist with monitoring all WIA programs;
- Facilitates implementation of Workforce Innovation and Opportunity Act (WIOA);
- Participates in a minimum of 2 outreach/partner meetings per month which promote/benefit the WPWIB;
- Plans and facilitates Youth Council meetings and other standing committee or Board meetings as needed;
- Manages program reporting to the state;
- Maintains files;
- Assists with general office responsibilities, such as but not limited to (1) greets and answers phone, directs calls appropriately and responds to questions, (2) opens, dates and sorts mail, (3) orders office supplies (4) maintains various contact lists;
- Other duties and special projects as needed.

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### **EDUCATION/TRAINING**

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- Bachelor's degree from a four-year college or university or the equivalent combination of experience and training required;
- Excellent knowledge of technology;
- Valid driver's license.

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## **SKILLS**

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- Excellent oral and written communications skills with attention to detail and accuracy;
- Ability to interpret complex policies and procedures and develop written training materials and deliver effective presentations to contractors;
- Effective project management;
- Effective change management;
- Collaborative team member;
- Completes administrative tasks correctly and on time;
- Supports organization's goals and values;
- Respects diversity;
- Proficient in Microsoft Office software, Adobe Pro, Prezi, Survey Monkey;
- Adapts to changes in the work environment;
- Able to deal with frequent change, delays or unexpected events.

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## **PHYSICAL DEMANDS**

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Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

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## **EQUIPMENT**

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This position uses all general office equipment including computer, e-mail, fax, copier, calculator and other related equipment on a daily basis.

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## **WORKING CONDITIONS**

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Department of Labor Employment and Training Administration.



## **JOB DEVELOPER**

Annual Salary Range -- \$30,000 - \$36,000

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### **JOB SUMMARY**

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The Job Developer position will provide assistance to Workforce Investment Act (WIA) participants in Martinsville-Henry County to obtain and maintain employment. The individual will be primarily responsible for job creation, securing internships, conducting employer outreach, and serve as a liaison between employers and participants. The Job Developer will develop relationships with employers and obtain labor market information to identify industries and occupations. The individual must be knowledgeable of employer needs, hiring practices, testing requirements, and employee retention plans; inform them of incentives and the process for participating in on-the-job training, customized training, internships, apprenticeships and other programs as applicable.

As a WIB staff member, the Job Developer will perform general administrative duties, as is expected of any WIB staff, and must be performed in order for this position to remain in compliance with WIA guidelines. Such duties are noted with an asterisk. Many of the Job Developers traditional duties may also be considered WIB duties and be credited toward the 50% requirement of duties which are not direct participant driven. Such duties are noted with a double asterisk.

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### **KEY ELEMENTS**

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- Work closely with the Human Resources Departments of businesses and industries and become knowledgeable of their employment needs;
- Work with employers to secure internships;
- Provide contact with employers to stay informed of participants' progress on worksites;
- Assess the employability of program participants;
- Make appropriate referrals of program participants to employers and other service providers;
- Maintain contact with employers and businesses which hired participants and for new employment;
- Maintain contact and follow up with participants placed in employment;
- Work closely with WIA case managers and WIA management to successfully identify and place participants in work experiences;

- **\*\*Coordinate employment activities with other local employment agencies such as VEC and other agency partners;**
- **\*\*Assist with planning and implementing job fairs;**
- **\*\*Promote program objectives through at least 2 activities per month such as public presentations and other public relations activities, including social media; examples are television or radio appearances and making presentations community organizations such as Rotary Clubs, Kiwanis or business networking groups to promote the Virginia Workforce Network and the WIB; a copy of the program or agenda and presentation will be delivered to the Executive Director in a timely manner;**
- **\*\*Establish and maintain relationships with potential partners and seek collaborative opportunities which support the organization's mission;**
- **\*\*Work with Executive Director and Program staff to develop and maintain all relationships with agency partners and community stakeholders; examples include attending community meetings and will require timely delivery to the Executive Director of the following for each meeting:**
  - An agenda
  - Sign-in sheet
  - Comprehensive notes or minutes
  - A copy of handout material (if applicable)
- **\*\*Collaborate with Project Administrator, staff and agency partners to coordinate outreach (marketing) activities including social media, website content, printed collateral, e-newsletter and public announcements including press releases and meeting notices as applicable to WIA and other complementary programs; examples include success stories and pictures, flyers or announcements for upcoming job fairs or content for e-newsletters;**
- **\*Maintain inventory in compliance with Property Acquisition and Disposal Policy; annual inventory audit may be scheduled; new items will be inventoried and tagged upon purchase;**
- **\*Completing administrative duties to support the Executive Director or other WIB staff including completing reports, maintaining records, reviewing policies, procedures, regulations and performance measures of WIA; examples include proofreading documents, data entry, analyzing policies and program statistics or customer service surveys; assignments will be given with a timeline for completion;**
- **Plans and facilitates Finance Committee meetings and standing committee or Board meetings as needed;**
- **Acts as Office Manager;**
- **\*Assists with general office responsibilities, such as but not limited to (1) greets and answers phone, directs calls appropriately and responds to questions, (2) opens, dates and sorts mail, (3) orders office supplies (4) maintains various contact lists;**
- **Other duties and special projects as needed.**

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## **EDUCATION/TRAINING/EXPERIENCE**

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- Bachelor's degree required;
- Exceptional knowledge of technology, including Microsoft Office Suite, Adobe Pro, social media and other software necessary for successful reporting and public relations duties;
- Excellent project management skills;
- Demonstration of successful work in Human Resources;
- Demonstration of successful sales experience;
- Demonstration of successful relationship building;
- Knowledge of businesses located in the Martinsville-Henry County area;
- Valid driver's license.

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## **SKILLS**

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- Excellent oral and written communications skills;
- Excellent interpersonal skills;
- Ability to work collaboratively with diverse groups, stakeholders and elected officials;
- Plan, organize and prioritize work in order to accomplish program goals in a timely and accurate manner;
- Follows policies and procedures;
- Completes administrative tasks correctly and on time;
- Supports organization's goals and values;
- Respects diversity;
- Adapts to changes in the work environment;
- Able to deal with frequent change, delays or unexpected events.

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## **PHYSICAL DEMANDS**

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Must be able to perform tasks which involve the ability to lift up to 50 pounds, stand for extended periods of time. Tasks may involve extended periods of time sitting at a keyboard or workstation on a daily basis.

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## **EQUIPMENT**

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This position uses all general office equipment including computer, e-mail, fax, copier, calculator, electronic tablet and other related equipment on a daily basis.

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## **WORKING CONDITIONS**

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When performing in an office setting, the noise level in the work environment is usually moderately quiet.



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