

***Director, Workforce Development & Solutions***  
***FirstGen Forward***

**Position Title:** Director, Workforce Development & Solutions

**About FirstGen Forward**

**FirstGen Forward** aspires to be a transformational partner for higher education, first-generation students, and all who care about them; working to maximize the success of the FirstGen student population in education, career, and life. That success benefits the economic mobility of the students and the missions of the colleges. It produces multigenerational impacts for families. Our country benefits from the experience, determination, and economic potential of FirstGen graduates in the workforce and our communities.

FirstGen Forward, formerly the Center for First-generation Student Success, partners with [NASPA - Student Affairs Administrators in Higher Education](#) with respect to certain operational matters. FirstGen Forward staff are employees of NASPA.

**About NASPA**

NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. We serve the diverse needs of our community, from vice presidents of student affairs to undergraduate student leaders considering a career in the field. Founded in 1919, NASPA includes more than 15,000 members in all 50 states, 29 countries, and 8 U.S. Territories. Guided by the principles of integrity, innovation, inclusion, and inquiry, we are dedicated to empowering our members to realize their full potential and to cultivating student success in collaboration with our institutional members, who represent every sector of higher education. NASPA centers justice, equity, diversity, and inclusion in our work; read more about [our commitment](#) here.

**Reports To:** FirstGen Forward, Chief Executive Officer

**About the Position**

The Director of Workforce Development & Solutions will initially lead a groundbreaking initiative to enhance workforce outcomes for Texas community college students. This leader will partner with the FirstGen Forward team to recruit new community college partners, and will be responsible for building key relationships with community college department leaders within each college and employers. The preference will be for this leader to have experience in, or knowledge of workforce development and community colleges. This leader should have experience working in a community college system and a track record of student outcome results, e.g. increased graduation, transfer rates, workforce or job placement. Key initial responsibilities will include ongoing engagement with community college leaders and Texas corporate employers.

## **Essential Responsibilities**

### **Stakeholder Collaboration & Partnership Development**

- Recruit and onboard community college partners from regions across Texas.
- Build and maintain strong relationships with community college leadership teams, Texas business leaders, and workforce development organizations.
- Facilitate collaboration among Texas community colleges and members of the FirstGen Forward Network to share best practices and innovations.
- Convene meetings and workshops with institutional leaders, academic coaches, career coaches, and business partners to align on strategies and objectives.
- Establish partnerships with Texas businesses to provide internships, apprenticeships, and employment opportunities for students.

### **Project Management & Strategy**

- Track project milestones and deliverables, ensuring alignment with timelines, budgets, and outcomes.
- Monitor progress across partner institutions, identifying and addressing challenges to ensure project success.
- Provide regular progress updates and presentations to FirstGen Forward leadership and funders including supporting any completion of grant reporting.
- Collaborate with the Insights & Impact team to manage systems for collecting and analyzing data on student outcomes, such as credential completion rates and workforce placement metrics.

### **Program Design & Institutional Support**

- Lead efforts to train and support academic and career coaches at partner institutions to improve student advising and career readiness.
- Collaborate with community college leaders to enhance career services, integrating career planning into orientation and academic advising.
- Oversee the creation of a virtual resource library with tools, templates, and guidance for partner institutions to achieve workforce placement goals.
- Assists with all-team projects and participates actively in staff meetings and projects.
- Other activities, duties, and responsibilities as assigned to support the organization.

## **Qualifications**

- Bachelor's degree required; master's preferred in education, business, workforce development, public administration, or a related field.
- Proven track record in the Texas community college system, with experience in achieving improved student outcomes (e.g., increased graduation or transfer rates).
- Expertise in workforce development and noncredit training programs aligned with employer demand.
- Strong project management skills, including program implementation and stakeholder engagement.
- Excellent communication and relationship-building skills.
- Ability to travel regularly for in-person meetings with community college leaders and other stakeholders.
- Commitment to FirstGen Forward's mission of supporting first-generation students.

- Experience incorporating the perspectives of multiple communities in the consideration of impacts and outcomes of a decision-making process.
- Demonstrated commitment to cultivating an inclusive work environment that values the perspectives and lived experiences of a diverse workforce and membership.

### **Employment Status:**

Full-time Exempt: Exempt employees by definition are exempt from overtime compensation requirements of the federal Fair Labor Standards Act, and are required to work as the job demands on a no time limit basis.

### **Salary Range**

The salary range for this position is \$90,000 - \$105,000.

NASPA offers nationwide comprehensive medical, dental, and vision insurance, a 401(k) retirement plan with automatic employer contribution, flexible work schedule, and paid time-off including accrued PTO, family leave, community service leave, and holidays.

### **Office Location/Working Conditions/Physical Requirements**

#### Office Location

This remote position may be based anywhere in the contiguous 48 states. It is the employee's responsibility to provide reliable internet capabilities.

#### Travel

Moderate overnight travel to represent FirstGen Forward at events, on college and university campuses, and in-person meetings is an essential function of this position. Locations vary and can include sites outside of taxi service from major airports. As a result, the position is required to have the ability to travel independently, including air travel, navigating ground transportation, and occasionally driving a rental car.

#### Physical Requirements

- This position is primarily office-based with primary work on a computer, including phone, email, and video conferencing.
- Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet deadlines and support events and programs.
- This position will be required to routinely pack and unpack program materials for shipment, which will require pulling, pushing, lifting, and moving boxes weighing up to 50 pounds.
- This position will be required to coordinate on-site event execution, which may include moving furniture and other items, navigating event spaces, and communicating verbally with venue staff.

#### Additional COVID-19 Information

Vaccination is not a requirement for employment. However, all employees are strongly encouraged to follow the [CDC guidance on vaccination](#), including becoming fully-vaccinated and staying up-to-date as eligible. All employees may flex their schedules for time taken to receive and recover from COVID-19 vaccinations.

In certain circumstances, NASPA therefore FirstGen Forward may require testing for all staff regardless of vaccination status.

[Masks](#) must be worn per local, state, tribal, and federal guidance, including the CDC, with the most stringent level of guidance followed. Regardless of guidance, all employees must have masks available should masking be requested by other employees, members, or external constituents. In certain settings, NASPA and/or FirstGen Forward may require or strongly recommend that employees wear masks.

### **Commitment to Non-Discrimination Statement**

NASPA and therefore FirstGen Forward provides equal employment opportunities for all applicants and employees. NASPA and FirstGen Forward does not discriminate on the basis of race; color, national origin; religion; sex; age; gender identity or expression, affectional or sexual orientation, veteran status, disability, marital status; personal appearance; family responsibilities; genetic information; educational status; political affiliation; unemployment status; place of residence or business; source of income; caste; matriculation; credit information; status as a survivor or family member of a survivor of domestic violence, a sexual offense, or stalking; reproductive health decision making; or any other basis protected by law in any of its policies, employment practices, or in any context in the workplace. When necessary, NASPA and FirstGen Forward also make reasonable accommodations for employees with disabilities.

### **To Apply**

Interested candidates should submit the following for consideration:

- Letter of Interest/Cover Letter;
  - Please submit a Letter of Interest/Cover Letter that clearly highlights your knowledge of and/or experience with two-year or four-year institutions as well as your expertise in job and workforce development.
- Resume
- Three References

A complete set of materials should be [submitted through this Asana form](#). Materials received by **Monday, January 6, 2025** at 11:59AM Eastern will receive priority consideration, but review will continue until the position is filled.