



Job Title: Director of Workforce Development  
Department: Workforce Development  
Reports To: Director of Operations and Programs  
FLSA Status: Exempt

### About Dorchester Bay Economic Development Corporation (DBEDC)

DBEDC is a Community Development Corporation (CDC) and a certified Community Development Financial Institution (CDFI). Founded in 1979, we work to build a strong, thriving, and diverse community in Boston's North Dorchester and Roxbury neighborhoods. We develop, preserve, and sustain affordable rental and ownership housing. We lend capital to and coach small businesses and prepare job seekers for well-paying sustainable employment. We stabilize tenancies and foster community leadership. We're focused on equitable development without displacement and providing opportunities for economic mobility.

We are one of Boston's oldest and most established community development organizations, with an annual operating budget of approximately \$11 million and a staff of 36.

### About the Role

The Director of Workforce Development (DWD) at Dorchester Bay Economic Development Corporation (DBEDC) will enhance and expand the organization's workforce development initiatives. Reporting to the Director of Operations and Programs (DOP) and serving on the leadership, the DWD will develop a workforce development strategy, and execute comprehensive outcomes-focused workforce programs, including the Re-Entry program... The DWD will lead, inspire, and grow the Workforce Development team which is currently comprised of a Re-entry Case Manager. The DWD will collaborate with internal and external stakeholders to ensure the effective delivery of services, promote awareness of the program, and partner with our Resource Development and Operations teams to secure funding evaluate programs.

What you can expect to do in the role:

- Lead the strategic planning, design, and execution of the Dorchester Bay Workforce Development Program, including initiatives for workforce development focusing on workforce development best practices and innovative approaches.
- Manage grants and budgets related to workforce development programs, ensuring fiscal responsibility.
- Collaborate with the DOP and Data and Evaluations Manager to evaluate programs, identify areas for improvement, and drive continuous enhancement.
- Collaborate with the Resource Development team to secure funding for program sustainability and growth, leveraging relationships and opportunities.
- Grow the scope of DBEDC's workforce development initiatives through strategic partnerships, innovation, and resource development. Motivate, coach, and lead the Reentry team to achieve individual and collective goals, fostering a culture of excellence and accountability.

- Representing Dorchester Bay at conferences, industry sector workgroups, and education and workforce coalitions
- Track and report program performance data and outcomes to funders and stakeholders, ensuring transparency and accountability.
- Understanding and building on the intersecting elements of educational programming and career development
- Participating in organizational strategic planning and advocacy to accelerate DBEDC's goals to expand the impact of our work.
- Other duties as assigned.

## Qualifications

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- We seek candidates who can jump in and exercise leadership to strengthen our services, collaborate well, embrace our mission, and bring enthusiasm and humility to their work.
- A deep commitment to racial equity and serving marginalized communities, with a strong understanding of and dedication to advancing these principles.
- At least seven years of progressive experience in workforce development program management preferably within a community-based organization.
- Two or more years' experience supervising, motivating, and mentoring staff, interns, or volunteers.
- Proven track record of successfully managing grants, budgets, and program evaluation processes, with a focus on achieving measurable outcomes and impact.
- Strong leadership and supervisory skills, with experience managing and developing a team to achieve ambitious goals.
- Experience articulating strategy, creating roadmaps, implementing programs, and measuring outcomes.
- Excellent verbal and written communication skills, with the ability to engage effectively with diverse stakeholders and audiences.
- Highly organized and detail-oriented, with experience managing complex projects with varied deliverables and competing priorities and timelines.
- Highly motivated, nimble, and comfortable navigating change and ambiguity. Ability to function autonomously and be a strong collaborator.
- Actively learns through experimentation when tackling new problems, using both successes and failures as learning and growth opportunities.
- Proficiency in Microsoft Office, including experience with spreadsheets and CRM systems.
- Entrepreneurial mindset with a proactive approach to problem-solving and innovation.
- Knowledge of barriers to employment for individuals re-entering their communities from incarceration and familiarity with workforce development networks and employer landscapes in Dorchester, Roxbury, and Mattapan.
- Must be able to travel within Greater Boston.
- Must have a flexible schedule to meet program needs.

It would be additionally phenomenal if you:

- Fluency in Spanish, Haitian Creole, Cape Verdean Creole, or Vietnamese is a plus.
- At least three years of experience tracking and reporting outcomes and meeting grant deliverables.
- Strong knowledge of and relationships in Dorchester, Roxbury, and Mattapan.

Other important details:

- Don't be discouraged from applying if you don't "check all the boxes". We appreciate the uniqueness of candidates and there is no "perfect" resume!
- Salary range: \$90,000 - \$105,000

Studies have shown that compensation disparities have a negative impact on people of color and women due to salary negotiations. DBEDC is committed to ensuring transparency and equity in compensation by posting salary ranges for all job opportunities and determining salary based on skills, experience, and relevant credentials. To ensure we are consistent with our commitment to pay equity, we will make our best offer and will not negotiate compensation offers.

### Total Compensation

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DBEDC's total compensation package features an amazing set of benefits which we considered towards the overall compensation, including:

- (5) Generous cost-sharing medical insurance packages for selection and no eligible waiting period.
- Employer paid Dental and Vision coverage.
- Flexible Spending Account and Dependent Care Assistance program
- Short-Term Disability, Long-Term Disability, Life and Accident Death
- Commuter Benefits Program
- Employee Wellbeing On-Demand Services
- Perks at Work Program
- 3 personal days
- 5 weeks' vacation
- 15 sick days
- 17 paid holidays
- Birthday leave
- 5 volunteer days
- 403 (b) plan with generous employer contribution
- Flexible hybrid work environment

### The Selection Process

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To apply for this opportunity, please [click here](#). Please submit a cover letter detailing your interest and qualifications for this opportunity, along with a resume. No phone calls or letters please.

*DBEDC views diversity, inclusion, and cultural competence as vital guiding principles in all our work with communities. We welcome and encourage applications from black, indigenous, and persons of color, members of the LGBTQ+ community, persons with disabilities, persons from unconventional career paths, and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.*