



Director of Education & Industry Engagement

Inland Economic Growth & Opportunity (IEGO) a program

Fiscally sponsored by the Inland Empire Community Foundation

JOB DESCRIPTION & POSTING

About IEGO

Inland Economic Growth & Opportunity (IEGO) is a regional cross-sector, bi-county collaborative. IEGO has built a network of dynamic leaders covering community-based organizations, businesses, institutions of higher learning, and other key stakeholders committed to growing middle-class jobs and pursuing inclusive economic development to improve the quality of life for all Riverside and San Bernardino County residents. IEGO's work focuses on building industry clusters in Sustainable Logistics, Cybersecurity, Advanced Manufacturing, and Green Technology. Our success draws from the spirit of collaboration and the shared values of equity, innovation, and sustainability.

Inland Economic Growth & Opportunity (IEGO) was catalyzed by private and public sector leaders from Riverside and San Bernardino counties whose effort forged a strategic agenda for advancing inclusive growth and opportunity that will benefit residents of both counties and put the region on the path to a more prosperous and secure economic future. This strategic agenda endeavors to lift residents out of poverty and broaden local access to opportunity by investing in better pathways to good jobs, improving educational outcomes, inspiring the region's brightest young people to stay in the region, and strengthening the civic infrastructure necessary to address emerging opportunities.

About the Role:

The Director of Workforce and Education at Inland Economic Growth & Opportunity (IEGO) is pivotal in steering the region's economic and educational advancement. This position involves strategic oversight of key initiatives like the Inland Empire Build to Scale Strategy and Three-Year Plan, focusing on vital sectors, including decarbonization, agriculture, and healthcare. The Director will lead efforts to engage with industry leaders and develop effective communication and business attraction platforms. This role is central to IEGO's mission of fostering inclusive economic growth and enhancing the quality of life in the Inland Empire, covering Riverside and San Bernardino Counties. The Director will be instrumental in collaborating with community colleges, local businesses, and other stakeholders to gather, analyze and disseminate critical labor

market information and develop strategies for workforce development aligned with regional needs.

Responsibilities and Qualifications:

The ideal candidate will possess educational and professional experience in economic development, business development, higher education, or workforce development. Key responsibilities include maintaining strong industry relationships, conducting insightful analyses, and overseeing the creation of platforms that promote regional growth and communication. The role demands excellent customer service skills, effective verbal and written communication skills, and a strong ability to plan and organize complex projects. Teamwork and a commitment to quality are essential to contribute positively to the team and the broader community. This full-time, non-exempt position offers a competitive salary range of \$90,000 to \$120,000, commensurate with experience and comprehensive benefits. The Director will operate on a hybrid schedule, requiring residence in the Inland Empire Region.

Responsibilities:

- Overseeing workforce and educational strategies aligned with IEGO's mission.
- Collaborating with regional partners to enhance workforce development and educational outcomes that address the needs of Inland Empire businesses
- Leading initiatives for job growth and skill development in key industry sectors.
- Advocating for inclusive and sustainable economic development policies.
- Engaging with community and business leaders to promote regional workforce needs.
- Oversee the Inland Empire Build to Scale Strategy and Three-Year Plan focusing on decarbonization, agriculture, and healthcare.
- Lead industry engagement initiatives to gather essential insights and assess future needs for industry training and skill development in the Inland Empire.
- Lead the regional Center of Excellence (COE), in partnership with community colleges and regional stakeholders, for information analysis and dissemination of Inland Empire labor market data.
- Provide programmatic oversight, including budget monitoring and grant compliance for COE and the Build to Scale Grant.
- Perform standard responsibilities, including maintaining positive customer service, effective internal and external communication, planning, organizing, and fostering teamwork.
- Ensure quality in all tasks and responsibilities.
- Other related responsibilities as assigned

Competencies:

To perform the job successfully, an individual should demonstrate the following core competencies:

- Customer Service - Maintaining a positive, empathetic, and professional attitude toward staff and IEGO partners at all times; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Verbal/Written Communication – Communicates clearly and informatively; Listens and gets clarification; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Planning/Organizing - Prioritizes and plans work activities; Uses time and resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goal and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments to other team members.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Education/Experience: Bachelor's degree from a four-year college or university in the field of study, Business, economics, political science, or public or five years related experience and/or in economic development, business administration, higher education, or workforce development; or equivalent combination of education and experience.
- Language Ability: Reading, analyzing, and interpreting general business correspondence. Ability to effectively analyze, compile, and present information and respond to questions from staff, clients, customers, and the general public.
- Communication Skills: Work with diverse stakeholders and communicate effectively in professional environments.

- **Computer Skills:** To perform this job successfully, an individual should know Microsoft Word, Excel, E-mail, Zoom, Google Meets, Google Docs, and PowerPoint. Familiarity with Salesforce or similar Customer Relations Management data is a preferred skill.

COMPENSATION:

The position of IEGO Director of Workforce and Education is a non-exempt full-time position. The salary range for this position is \$90,000 - \$120,000, commensurate with experience related to the job responsibilities outlined here.

BENEFITS:

IEGO, under the Inland Empire Community Foundation (IECF), offers health, dental, vision, and life insurance; a 401k plan with employer contribution; 13 holidays, 10 vacation days, and 10 sick days; staff and professional development opportunities; a positive and supportive work culture.

Work Environment:

This position will operate in a hybrid schedule. The employee will base work from the home office 25% (I would suggest this is more like 50-60%, especially in the early phases of this job until the employee is fully proficient and requires less direct oversight. This schedule can always be adjusted later) in the work week and additional time as needed with the option to work remotely on the remaining time. Employees are required to reside in the Inland Empire Region. The organization will continue to assess the hybrid environment and adjust to meet programmatic needs accordingly.

Physical Demands:

The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any related duties as assigned by their supervisor.

EEO Statement

Inland Empire Community Foundation is an equal opportunity employer and makes merit-based employment decisions. The company will not discriminate based on race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding, and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer-related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have those characteristics or is associated with a person who has or is perceived as having them. All such discrimination is unlawful.

HOW TO APPLY

Please send a cover letter outlining your fit and passion for the Director of Education & Industry Engagement along with a resume to Suzanna Sotelo, Executive Assistant, IEGO, ssoteloiego@iegives.org. The position will remain open until a successful candidate is found. For questions, contact Matthew Mena, Executive Director, IEGO, at mmenaiego@iegives.org