

## Director of Workforce & Talent

---

**Department:** Education and Talent Development  
**Reports To:** VP, Education & Talent Development  
**Amount of Travel Required:** 10%

**Job Status:** Full Time  
**FLSA Status:** Exempt  
**Date Updated:** April 2025

### Position Summary

Opportunity Austin (OA) is one of the top economic development organizations in the United States. OA strategies support regional economic growth and prosperity across the five-county greater Austin MSA. Our Education & Workforce Development team works with employers, colleges, workforce boards, community organizations, and policymakers to deepen our regional talent pool in alignment with Opportunity Austin's strategic plan. The Director of Workforce and Talent will be responsible for supporting talent and workforce initiatives of Opportunity Austin.

### Essential Functions

The Director's primary function is to support OA workforce and talent initiatives and the Vice President of Education and Talent Development. Key functions include:

- Coordination and support for OA Education & Talent Councils and Talent Ambassador Program.
- Producing monthly and annual reports, publications, social media and blog posts on labor market trends, workforce data, job postings, and similar content specific to Central Texas.
- Building relationships with OA investors, OA regional partners, area Chambers of Commerce, regional HR professionals, and career service offices at higher education and training institutions.
- Supporting OA advocacy/government relations activity related to local, regional, state, and federal workforce policies and programs.
- Collaborating with federal, state, and local partners including the Texas Workforce Commission, local and regional workforce boards, educational institutions and training providers including, and private vendors to support and scale education and training opportunities for in-demand jobs and industries.
- Assisting in the pursuit of grants, helping with grant writing, and production of grant reports for workforce, education, and talent initiatives.
- Building relationships, developing collateral material, and supporting strategies to attract out-of-market talent.
- Establishing and maintaining relationships with counterparts at regional Economic Development Commissions (EDCs), Chambers of Commerce across the region, state, country to bolster Opportunity Austin's influence and benefit Central Texas.

### Position Qualifications

- Bachelor's or Master's degree and/or equivalent work experience in talent/workforce development.
- Strong computer skills and experience working with HubSpot, EMSI software, Lightcast, HWOL software, US Lege, Zoom, and Microsoft Teams, Outlook, Excel, and PowerPoint.

## Director of Workforce & Talent

---

### Competency Statements:

This position requires an individual who possesses the following qualities and skills and has a desire to be part of an energetic, fast-paced team. Ideal candidates will:

- Be service-oriented, positive, professional, enthusiastic, entrepreneurial, detail oriented, and dependable.
- Have experience working with EDCs, business leaders, school districts, colleges, workforce boards, Chambers, labor market data, etc.
- Have a passion for education and workforce development, data, and policy.
- Have experience working in one or more of the following fields: career services or workforce development, Chambers of Commerce, communications, data analytics, administration, post-secondary institutions.
- Be a conscientious and effective communicator who can present ideas efficiently and succinctly in person, in writing, and online.
- Have experience with project management, strong organizational skills, and have capacity to multitask across multiple projects.
- Enjoy working collaboratively with a team and independently, demonstrate good judgment and willingness to follow instructions, take initiative, and supervise interns.
- Be willing to travel to regional events at area schools/colleges, regional partner meetings, and state or national conferences.
- Be collaborative and take on other duties as assigned.

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*