



Job Posting for Associate Director of Talent and Workforce Development

IBHE has been supporting higher education in Illinois for more than 50 years. We are a dedicated team of professionals, overseen by a Board appointed by the Governor, who are working for a strong, equitable higher education system, which we believe is essential for the state to thrive. We work with leaders in colleges, universities, state and federal government agencies, governors, legislators, and other entities to strategically further this mission.

The higher education strategic plan, [*A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth*](#), includes three goals and 25 strategies to help achieve the vision of a higher education ecosystem that ensures individuals, families, and communities across the state thrive.

- **Equity** - Close equity gaps for students who have been left behind.
- **Sustainability** - Build a stronger financial future for individuals and institutions.
- **Growth** - Increase talent and innovation that drives economic growth.

The Position: Associate Director of Talent and Workforce Development

IBHE is undertaking a new portfolio of work to ensure that Illinois higher education continues to be a leader in developing a diverse talent pipeline that will drive Illinois' economic growth. We are looking for a leader who can build a cohesive future-looking strategy, oversee, manage, and grow the work through the lens of equity.

Primary Responsibilities

The Associate Director provides leadership, oversight, and thought partnership to IBHE's growing role in supporting the state's diverse talent needs to actively foster the state's economic growth through higher education policy.

The Associate Director will work in partnership with higher education institutions and state agencies, including the Illinois Community College Board.

The Associate Director:

- Oversees the agency's portfolio of grant programs that support business and employer needs or workforce shortage areas, including nursing and behavioral health.
- Assists in the development and implementation of a new Behavior Health Education Workforce Center, backboned by two public universities.
- Supports development of programs and models for new and emerging workforce areas, such as clean jobs.

- Develops programming, innovative models, and strategies for encouraging and assisting working adults seeking to upskill or reskill by returning to college to complete credentials and degrees.
- Develops and supports strategies that eliminate barriers and promote seamless transfer for students between community college and four-year institutions, including efforts to validate learning across a variety of settings and leverage industry-recognized credentials as part of stackable pathways to degree.
- Collaborates with institutional partners, state agencies, and other stakeholders to understand needs and opportunities.
- Contributes to an agency collaborative team culture, helps achieve the agency's strategic goals, and commits to continuous growth and learning.

The ideal candidate:

- is passionate about public service and education
- is a doer, a good communicator, and intellectually curious
- is committed to continuous learning and growing
- is a supportive colleague, reinforcing a strong team-focused culture

Education and Experience:

- Master's degree in public policy, business administration, education, or related field
- Three years of higher education, education, government, or other related experience
- Additional years of relevant experience may be considered in lieu of a Master's degree
- Postsecondary credentials/licensure or private sector talent recruitment helpful

Knowledge, Skills and Abilities:

- Commitment to public service and passion for education
- Strong project management and program implementation skills
- Demonstrated ability to work with a variety of stakeholders, such as college and university officials, state agency executives, and the business and employer community, among others.
- Excellent interpersonal skills, with a strong focus on collaboration and teamwork
- Grants management experience a plus

Work location

Work locations are Chicago, IL, with a fully remote work schedule or Springfield, IL, with a hybrid schedule. Those located in other areas of Illinois will also be considered. Occasional travel within Illinois is expected, as required by the work.

Salary:

Salary is commensurate with experience within the range of \$75,000 - \$90,000. We offer the state's competitive employee benefits package.

Application Process:

For full consideration, submit (1) letter describing your interest in the role and how you meet the qualifications, (2) resume, and (3) at least three professional references including names, professional titles, and current emails and phone numbers.

Interviews will begin immediately and will be conducted virtually. Please submit your materials by e-mail to:

humanresources@ibhe.org

We are committed to a diverse and inclusive workforce by ensuring all our staff work in an environment of openness and acceptance. We strive to foster a community where people of all backgrounds, identities, and perspectives can feel secure and welcome. We also value the well-being of each of our employees and are dedicated to creating a healthy place to work. As an Equal Opportunity Employer, we strongly encourage veterans, individuals with disabilities, women, and minorities to apply.

IBHE is an equal opportunity employer committed to a diverse workforce. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, state agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the state provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.