POSITION: Manager of Workforce Development
(Full-Time, Exempt)

REPORTS TO: Sr. Director of Codes & Standards

LOCATION: Washington, D.C.

Company Profile:
The Solar Energy Industries Association (SEIA) is the national trade association of the solar energy industry representing nearly 1,000 companies from around the world. Our mission is to build a strong solar industry to power America. We achieve that aim by supporting pro-solar policy at the federal and state level, developing cutting-edge industry research, and speaking as the voice of the solar industry to press and public.

At SEIA, our staff arrives every morning knowing that their work improves our country's energy independence, cleans our air and water, and strengthens our economy through the creation of more than 200,000 U.S. jobs. Combining a strong sense of purpose and a great work environment has resulted in SEIA being selected as one of the “Best Non-Profits” to work for in America.

Position Summary
The Manager of Workforce Development role executes SEIA’s training and workforce development initiatives and is focused on military veterans and recruiting. This individual possesses an experienced understanding of military job recruitment, knows how to effectively build consensus among varied interests and stakeholders and is an excellent communicator. This role works directly with military personnel as well as handles recruitment, event organization and job development and has previous direct experience with the U.S. military, placement and outplacement.

The Manager of Workforce Development will serve as the principal SEIA representative on the Department of Energy grant funded work and liaise with SEIA’s members, committees and working groups to identify positions available at member organizations for which retiring or discharged veterans may be trained and / or qualified to fill. As a key member of SEIA’s codes and standards team, this individual plays an essential role in the success of SEIA and the solar industry as a whole. He or she will assist and lead development of other related codes and standards training opportunities and events. The Manager of Workforce Development reports directly to the Sr. Director of Codes & Standards.
CORE DUTIES AND RESPONSIBILITIES

• Works with industry members and stakeholders to develop job recruiting and placement events per the Department of Energy grant-funded program and objectives
• Presents program overview and objectives to potential solar industry employees who participate in the Department of Energy grant-funded program
• Works with other organizations, stakeholders and members through the development, approval and on-site event phases to provide job opportunities to potential military veteran candidates
• Represents SEIA as the primary representative at designated events, conferences, meetings and workshops
• Develops recruitment materials and delivers presentations on SEIA’s behalf at education events
• Supports and serves as the military channel expert and key team member for related grant funded initiatives and development opportunities
• Cultivates and maintains relationships with key external stakeholders
• Serves as a key team member in developing and executing on the codes and standards strategic development plan in this key channel
• Other responsibilities as defined and related such as training or event development and organization.
• This position description should not be construed to imply that the requirements are the sole standards for the position. Incumbents are expected to perform all other duties as required.

PROFESSIONAL EXPERIENCE, EDUCATION AND OTHER QUALIFICATIONS

• Bachelor’s degree preferred. Advanced degree helpful but not required
• 5+ years in recruiting and workforce development activities and programs, preferably military-related
• Proven ability to develop high-level relationships with external stakeholders
• Demonstrated understanding of job recruitment and development
• Exceptional written and verbal communication skills
• Understanding of military vocational and workforce development issues
• Occasional travel is required
• Solar-related experience preferred, but not necessary

Working Conditions:

• Work is in an office environment
• May be occasionally required to stand, walk or reach with arms

SEIA does not discriminate on the basis of race, color, religion, national origin, citizenship status, sex (including pregnancy, childbirth, related medical conditions, and a woman’s right to breastfeed), disability (physical or mental), age (18 and older), genetic information, sexual orientation, gender identity or expression, matriculation, family responsibilities, personal appearance, political affiliation, marital status, veteran or military status, tobacco use, credit information, or any other characteristic protected by federal, state, or local law