ASSOCIATED BUILDERS AND CONTRACTORS

OF METRO WASHINGTON

~Position Description~

# CraftMasters Training Academy Director

**Basic Function:** Lead delivery of the strategic direction of a separate 501(c)3 organization, ABC’s CraftMasters Training Academy. Thoughtfully and creatively, continue to grow and expand the “business.” Ensure relevant educational programming that meets the needs of the construction industry, especially for members, in the areas of apprenticeship, craft training and safety.

Administrator for and direct activities of the ABC CraftMasters Training Trust (CTT) Training Academy. Manage critical financial and budget processes and direct effective and efficient spending to meet, or perform better than, budget. Ensure CTT and its staff’s compliance and oversee audits and accreditation with all federal, state and local agencies including those governing 501(c)3 organizations and registered apprenticeship programs.

Responsible for the management, development and operational effectiveness of staff and, indirectly through staff, an excellent instructor cadre across many trades.

**Staff Point of**

**Contact For:**  Craft Training Committee

**Manages:** CraftMasters Training Academy Manager

Administrative Specialist

# Reports to: Senior Director of CraftMasters Training, or the Executive Director of

# CTT in the absence of any Senior Director

**Responsibilities and Duties:**

1. CraftMasters (CTT) Strategy and Operations
   * Responsible for and directs all operations of CTT
   * Develop and deliver world-class apprenticeship, craft training, safety and other skills training programs.
   * Collaborate with the Sr Director, Board of Trustee and CTT Executive Director to identify, create and implement high level strategic objectives and attends and participates in CTT’s BOT meetings.
   * Develop and implement strategies and plans to achieve objectives.
   * Identify, recruit, train, develop and lead a talented team of employees who can achieve CTT’s objectives especially related to high quality training, exceptional Instructors, and effective compliant operations.
   * Master an understanding of federal and state registered apprenticeship regulations to ensure compliance with MD, DC and other oversight agencies.
   * Work with Sr Director on policy and develop related procedures and monitors CTT operations to ensure employees, instructors and business procedures and practices comply with regulatory and legal requirements and that staff can effectively educate instructors, members, students and others using CTT on regulations, policy and procedures.
2. Business Development of CraftMasters:
   * Working with the Sr Director, identify, develop and implement strategies, partnerships, new training ventures, and business development generally to grow and expand CTT.
   * Communicate with potential clients to understand their needs, offer solutions and manage onboarding of new apprenticeship employers with DC and/or MD.
   * Represent ABC and CTT in public presentations, in meetings with members and other current or potential academy users, at corporate events, etc. that strengthen the brand, promotes CTT trainings, get feedback on current trainings, listens to needs, and identifies possible training development ideas.
   * Create positive, long-lasting relationships with critical CTT stakeholders, industry regulators, etc and serve as a primary POC for many including apprenticeship employers most crucial to the success of CTT.
   * Collaborate with Director of Workforce Development, where appropriate, on Workforce Development grants or other efforts that include funding for CTT training.
   * Collaborate with Director of Marketing in the development of marketing strategies and plans designed to support and/or grow apprenticeships, craft training and safety training programs in CTT.

C. General management and oversight of finance, risk and critical administration:

* Assist Sr Director with developing annual plan that achieves CTT’s financial goals.
* Lead Implementation of the annual plan.
* Identify strategic risks and help to reduce these risks.
* Prepare and manage critical annual budget processes and provide status and forecasting reports and ensures timing billing and collection by staff. Assist Administrative Specialist with billing as needed for collection or otherwise.
* Use varied metrics and tools including observation, financial, and surveys from employers, students, SMEs, staff, and instructors, etc, to evaluate the academy’s effectiveness in education and progress to goals. Use data to make improvements.
* Monitor compliance with accurate and timely submission apprenticeship documents, OJT hours, grades and attendance records to meet jurisdictional requirements as well as effective instructor recruitment, training, and retention efforts.
  + Lead and participate in audit of CTT by others as appropriate, correcting findings and using comments to improve operations. Ensure sufficient oversight so that sponsored schools are effectively monitored and overwise as needed to maintain NCCER accreditation.
* Negotiate and review contracts before bringing to Sr Director for next level approval.

1. Staff Lead and Point of Contact for the Craft Training Committee and its members. Work with Craft Training Committee Chair and Sr Director, to ensure the committee is a fully functioning volunteer group managing critical work efforts for CTT such as instructor recruitment, graduation, the local competition, and SME evaluation of instructors. Participate as a member of the committee ensuring tasks assigned to the committee in the Standards are executed personally or via CTT staff. Coordinate meetings, record minutes and track progress against goals.
2. Ancillary Responsibilities:

* Collaborate with other staff members to deliver the overall mission and vision of the broader ABC of Metro Washington Association to members.
* Attend ABC Board of Directors meetings, ABC’s monthly events and other chapter meetings and events as directed some of which are outside normal business hours.
* Perform such other duties as assigned by the Sr Director or CTT Executive Director.

**SUPERVISION RECEIVED:**

Operates under supervision of the Sr Director, or the Executive Director of CTT in the absence of any Sr Director, and is expected to perform all tasks related to the position's basic functions without direct supervision.

**KNOWLEDGE, SKILL AND EXPERIENCE REQUIRED:**

* 7-10 years progressively responsible related work experience with at least 5 years in a highly responsible management level position. That experience preferred in non-profit management and/or training environment. Any construction knowledge a plus
* B.A./B.S. degree in related field
* Supervisory experience of exempt level staff
* Understanding of 501(c)3 organization management
* Strong strategic thinking and long-term planning
* Fiscal Management including budgeting. Experience with complicated and sizable budgets, as well as revenue for service a plus
* Business development
* Superior problem solving
* Strong written, verbal and public speaking communications skills
* Organizational skills
* Strong detail-orientation
* Exceptional and highly professional member and customer service outlook and capability
* Strong team player with the ability to work in a small team environment, lead small teams and work well with staff, volunteers, instructors and the public
* Strong computer skills in working on common computer programs such as Microsoft Office and general database management proficiency

Ability to travel locally during and after traditional work hours required. Occasional overnight travel in the US may also be required.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.