

BCW/WORKFORCE DEVELOPMENT BOARD, INC.

DEPUTY DIRECTOR

Reports To: Executive Director

Classification: Full-Time, Exempt

Work Arrangement: Primarily In-Office; Occasional Remote Work with Executive Director Approval

Salary Range: \$75,000–\$85,000 annually, dependent upon qualifications and experience

Location: BCW/Workforce Development Board – Area 12

Service Area: Butler, Clermont, and Warren Counties, Ohio

Posting Date: September 22, 2026

Application Deadline: Open until filled, with priority consideration given to applications received by October 16, 2026.

POSITION SUMMARY

The Deputy Director is a **senior leadership position** responsible for supporting the Executive Director in the overall administration, operation, and strategic direction of the BCW/Workforce Development Board (BCW/Workforce) and the workforce development system serving Butler, Clermont, and Warren Counties.

This position is specifically structured to provide organizational continuity and **develop leadership capacity for future succession of the Executive Director position**. The Deputy Director will work closely with the Executive Director to gain comprehensive knowledge and experience in all aspects of BCW/Workforce operations, including governance, workforce programs, fiscal oversight, grants, contracts, compliance, strategic planning, employer engagement, government relations, and partnerships.

The Deputy Director will assume increasing levels of leadership and responsibility as knowledge and experience are demonstrated. The position will serve as a key member of BCW/Workforce leadership and will be expected to represent the organization and make operational decisions when authorized by the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership, Succession, and Organizational Administration

- Work directly with the Executive Director to develop a comprehensive understanding of all aspects of BCW/Workforce leadership and operations.
- Assist the Executive Director with the day-to-day administration and operation of BCW/Workforce.
- Develop the knowledge, experience, relationships, and leadership skills necessary to provide long-term organizational continuity and prepare for potential succession to the Executive Director position.

- Assume increasing responsibility for organizational operations and leadership as directed by the Executive Director.
- Serve as the Executive Director's designee when assigned and provide leadership and organizational continuity during the Executive Director's absence.
- Assist in implementing the strategic priorities and direction established by the Board and Executive Director.
- Identify organizational issues, risks, and opportunities and recommend appropriate actions.
- Assist with developing internal procedures and systems that promote efficiency, accountability, and consistency.
- Develop a thorough understanding of BCW/Workforce's governance structure and relationships with Butler, Clermont, and Warren Counties, the Board, Fiscal Agent, OhioMeansJobs system, and state and federal partners.

WIOA and Workforce Program Administration

- Assist with oversight of programs and activities funded through WIOA and other federal, state, local, and grant-funded workforce initiatives.
- Develop and maintain a strong working knowledge of WIOA and applicable federal and state workforce laws, regulations, policies, guidance, and program requirements.
- Work with OhioMeansJobs operators, service providers, county partners, and workforce partners to support effective program implementation.
- Review program performance, service delivery, expenditures, and operational information to identify areas requiring attention.
- Assist with implementation and oversight of new grants, pilot programs, and workforce initiatives.
- Coordinate follow-up on programmatic issues identified through monitoring, reviews, audits, or state guidance.

Compliance, Monitoring, and Policy

- Assist the Executive Director in maintaining compliance with WIOA, 2 CFR Part 200, applicable Ohio Department of Job and Family Services requirements, Board policies, contracts, and grant requirements.
- Coordinate and track monitoring activities, corrective actions, findings, observations, and required responses.
- Assist with preparing documentation for state monitoring, audits, fiscal reviews, and other compliance activities.
- Maintain a system for tracking Board policies and required policy reviews.
- Research regulatory and policy changes and assist with updating local policies and procedures.
- Work with appropriate staff, fiscal personnel, providers, and contractors to resolve compliance concerns.

Contracts, Procurement, and Grants

- Assist with the development, administration, and tracking of contracts, agreements, memoranda of understanding, grants, and amendments.
- Maintain a comprehensive system for tracking contract terms, deliverables, funding amounts, renewals, expiration dates, and required actions.
- Assist with Requests for Proposals, Requests for Qualifications, Requests for Quotes, and other procurement activities.
- Coordinate procurement timelines, documentation, evaluation materials, and contract transition activities.
- Monitor contractor and provider performance against contractual requirements and deliverables.
- Assist with grant applications, implementation, reporting, and closeout activities.
- Ensure appropriate documentation is maintained to support procurement and contracting decisions.

Board, CEO, and Committee Support

- Develop a strong working knowledge of BCW/Workforce's governance structure, Board responsibilities, CEO responsibilities, bylaws, agreements, and committee structure.
- Assist the Executive Director with preparation for Board, CEO, and committee meetings.
- Draft or coordinate agendas, resolutions, topic papers, reports, presentations, and supporting documentation.
- Track Board and committee actions to ensure approved items and follow-up responsibilities are completed.
- Assist with maintaining Board policies, committee records, appointments, membership information, and governance documentation.
- Support the Executive Director and Board leadership in implementing approved actions.
- Attend Board, CEO, and committee meetings as requested.

Financial and Performance Oversight

- Work with the Executive Director, Fiscal Agent, fiscal staff, and appropriate committees to develop an understanding of BCW/Workforce funding, budgeting, fiscal controls, and financial responsibilities.
- Review financial and program information to identify spending trends, funding concerns, and opportunities for improved resource utilization.
- Assist with budget development, grant budgets, modifications, and financial planning.
- Monitor program performance measures and other key organizational indicators.
- Assist in preparing financial and performance information for the Executive Director, committees, Board, counties, and other stakeholders.

Partnerships, Government Relations, and Workforce System Coordination

- Develop and maintain productive working relationships with county leadership, Board members, OhioMeansJobs partners, employers, education and training providers, economic development organizations, community organizations, and state agencies.
- Represent BCW/Workforce at meetings, events, and community activities as assigned by the Executive Director.
- Develop the external relationships necessary to effectively represent and lead BCW/Workforce.
- Support coordination among workforce system partners to improve service delivery and customer outcomes.
- Assist with employer and community engagement initiatives.
- Support the Executive Director's efforts to strengthen BCW/Workforce's visibility and relationships throughout Area 12 and the State of Ohio.

Staff and Organizational Leadership

- Assist the Executive Director with staff coordination, workload management, and organizational priorities.
- Provide leadership, direction, and support to staff on assigned projects and responsibilities.
- Help establish clear processes, deadlines, expectations, and accountability for organizational work.
- Participate in staff meetings and assist with maintaining effective internal communication.
- Provide supervision of staff or contractors as assigned by the Executive Director.
- Develop the management and leadership skills necessary to oversee the organization and its operations.

SUCCESSION AND LEADERSHIP DEVELOPMENT

A primary purpose of the Deputy Director position is to strengthen BCW/Workforce's long-term leadership continuity. The individual selected for this position will work closely with the Executive Director to develop comprehensive knowledge of the organization's responsibilities, relationships, programs, finances, contracts, grants, policies, governance, and strategic priorities.

The Deputy Director will be expected to progressively assume greater leadership responsibilities as competency and organizational knowledge are demonstrated.

This position is intended to develop a qualified internal candidate capable of being considered for succession to the Executive Director position when that position becomes vacant. Appointment to the Executive Director position is not automatic and remains subject to the applicable Board authority, policies, agreements, and approval process in effect at that time.

KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate should demonstrate:

- Strong leadership potential and the ability and desire to assume progressively greater organizational responsibility.
- Knowledge of, or ability to quickly learn, workforce development programs, public administration, grants management, economic development, and related areas.
- Ability to interpret and apply federal and state regulations, policies, grant requirements, and contractual provisions.
- Strong organizational and project management skills.
- Ability to manage multiple projects, deadlines, and priorities simultaneously.
- Strong written and verbal communication skills.
- Ability to prepare professional reports, policies, resolutions, correspondence, and presentations.
- Strong analytical, decision-making, and problem-solving skills.
- Ability to build effective relationships with elected officials, Board members, government agencies, employers, service providers, community organizations, and the public.
- Professional judgment and the ability to handle confidential and sensitive information appropriately.
- Ability to work independently, exercise initiative, and make sound decisions within delegated authority.
- Proficiency with Microsoft Office and other technology used for administrative, reporting, and project-management functions.

MINIMUM QUALIFICATIONS

- Demonstrated professional experience in workforce development, government, public administration, grants management, program administration, contract management, business operations, economic development, or a related field, with the leadership ability and potential to successfully perform the responsibilities of the position.
- Minimum of three years of progressively responsible professional experience.
- Demonstrated experience managing projects, programs, contracts, grants, compliance activities, operations, staff, or other significant organizational responsibilities.
- Demonstrated ability to communicate effectively and build professional relationships with diverse stakeholders.
- Valid driver's license and ability to travel throughout Butler, Clermont, and Warren Counties and to other locations as required.

PREFERRED QUALIFICATIONS

- Experience with the Workforce Innovation and Opportunity Act (WIOA) or the public workforce development system.

- Experience working with a Workforce Development Board, OhioMeansJobs center, government agency, or federally funded program.
- Knowledge of 2 CFR Part 200 and federal grant administration.
- Experience with procurement, contracts, monitoring, and grant compliance.
- Experience working with governing boards, committees, elected officials, or public-sector partners.
- Supervisory, management, or organizational leadership experience.

WORKING RELATIONSHIPS

The Deputy Director works closely with the Executive Director, BCW/Workforce Board and committees, Chief Elected Officials and county leadership, Fiscal Agent and fiscal staff, OhioMeansJobs Operator and center staff, workforce service providers and contractors, state agencies, employers, economic development organizations, educational institutions, and community and workforce partners.

WORK ENVIRONMENT AND OTHER REQUIREMENTS

This position is **primarily an in-office leadership position** and requires regular on-site presence during established business hours. **Occasional remote work may be permitted with prior approval of the Executive Director based on organizational needs, work responsibilities, and circumstances.** Remote work is not guaranteed and is not considered the regular work arrangement for this position.

The position requires travel throughout Butler, Clermont, and Warren Counties and may require travel to other locations within the State of Ohio. Attendance at Board meetings, committee meetings, community events, trainings, conferences, and other activities outside normal business hours may occasionally be required.

The duties listed in this job description are intended to describe the general nature and level of work performed and are not intended to represent an exhaustive list of responsibilities. Duties and responsibilities may be modified based upon the operational needs of BCW/Workforce.

BCW/Workforce Development Board, Inc. is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Send Resume and Cover Letter to Becky Ehling at becky.ehling@bcworkforce.com