



Program Director

Background

The New Growth Group, LLC (New Growth) is a consulting firm focused on workforce and economic development. We provide Labor Market Analyses, Program Evaluations, Project Management, Organizational Incubation, Strategic Planning, and Grant Writing services to colleges and universities, K-12 schools, philanthropies, business groups, government agencies, and nonprofit organizations across the country. Our core belief is that communities thrive when people have opportunities to advance in their careers and when businesses have access to a strong workforce.

As part of our work, we currently support HHW Ohio (formerly Hard Hatted Women). HHW Ohio is a 501(c)3 nonprofit organization that supports the acceleration of women's success in high-wage/high-demand industries in which they are often underrepresented; such as advanced manufacturing, construction, and STEM. We are seeking a motivated Program Director with a passion for connecting women to family sustaining jobs. The ideal candidate will have some experience developing and running programs.

The Program Director will also be asked on occasion to support projects for New Growth's other clients. This includes providing project meeting facilitation support and support for strategic planning projects.

The Program Director will report to HHW Ohio's Executive Director/New Growth's Director of Partnerships, Kaci Roach.

Responsibilities:

- Support the development and implementation of a comprehensive program plan for WISE Pathways (HHW Ohio's signature job exploration program).
- Recruit and train Role Model Speakers from key industries and partners.
- Support local and regional implementation of HHW Ohio programming.
- Support and facilitate learning communities focused on recruiting and retaining more women in key industries, such as advanced manufacturing and construction.
- Develop and manage relationships with partners, vendors, and other stakeholders.
- Support project reporting for grants and board.
- Develop and maintain relationships with key industry partners.
- Participate in industry events and conferences to promote program objectives.
- Other New Growth Group projects such as research, strategic planning, and more.

Requirements:

- Bachelor's degree.
- 1- 5 years of experience in program management with a demonstrated track record of success.
- Knowledge of construction and manufacturing industries is a plus.
- Excellent communication, analytical, and problem-solving skills.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office/Google Workspace and project management software.
- Ability to travel as needed.

We are looking for a motivated Program Director. If you have the skills and experience we are seeking, please apply today!

Salary

\$55,00-\$60,000 based on experience.

Benefits package includes

- Health insurance (including vision and dental)
- Flexible time off (up to 15 days per year, plus paid holidays)
- 401K + 3% match
- Opportunities for bonuses

Location

New Growth's office is located in the AsiaTown neighborhood of Cleveland, Ohio. This position will be mostly remote with weekly travel throughout Northeast Ohio with a focus on Cuyahoga, Lorain, Medina, Summit, Ashland and Erie Counties.

Submit resume to:

Pawla Wagner

pwagner@newgrowthgroup.com

Executive & Communications Assistant

The New Growth Group LLC