



JOB POSTING

Title: Women Building Rhode Island Program Director

Reports To: Chief External Relations Officer

Supervisory Responsibilities: Yes

Employment Status: Full-time, Exempt

Starting Salary Range: \$80,000 - \$88,000

About the Opportunity

Careers in the unionized construction industry are rewarding and challenging, yet women make up only approximately 3% of the construction trades workforce and 10% of Building Futures' pre-apprenticeship graduates. This position is an opportunity to change that. The Women Building Rhode Island Director will lead initiatives to expand women's participation, retention, and advancement in the building and construction trades. This new position will design and implement strategies to strengthen gender equity in apprenticeship and employment, while supporting Building Futures alumnae and tradeswomen throughout Rhode Island.

The ideal candidate will have a demonstrated track record of developing successful programmatic initiatives, building relationships with diverse partners, and leading groups in conversation and training towards collaborative action. They will bring a deep understanding of the barriers women face in nontraditional occupations and a commitment to developing collaborative, solutions-oriented approaches towards lasting systemic change.

About Building Futures

Building Futures was founded in 2007 as a construction industry partnership focused on leveraging the Registered Apprenticeship model of workforce development. For over 100 years, unions and employers have jointly operated quality registered apprenticeships in construction occupations to train individuals as highly skilled tradespeople. Our work spans three distinct but highly aligned areas.

For the benefit of low-income Rhode Islanders, Building Futures developed and operates a comprehensive pre-apprenticeship program to prepare diverse, low-income men and women for success in employment as registered apprentices in the building trades. In addition, we work in partnership with a wide range of stakeholders to ensure that construction projects provide employment opportunities for apprentices at the appropriate level, meeting future demand for skilled labor through our Apprentice Utilization Program. Our pre-apprenticeship and apprentice utilization program provide an effective workforce development system in Rhode Island's construction sector.

From this foundation, we have established Apprenticeship Rhode Island, an initiative to expand the use of Registered Apprenticeship beyond the construction sector. Now, we are helping develop new registered apprenticeship programs in multiple sectors, including

healthcare, information technology, advanced manufacturing, and marine trades. Working with employers, industry partners, government, and community-based organizations, we are spreading the proven Registered Apprenticeship model to benefit the state's workforce and economy.

Key Responsibilities

1. Partnerships and Community Engagement

- Understand and articulate WBRI initiative goals and build consensus among stakeholders, employers, and institutional partners towards those goals.
- Collaborate with union leaders, contractors, community partners, and government agencies to identify and implement new needed strategies.
- Staff and organize initiative advisory committee.
- Provide coordination and administrative support to the RI Building and Construction Trades Council's Women's Council on shared goals and projects.
- Represent Building Futures in local, regional, and national networks.
- Support additional external initiatives as needed.

2. Program Development & Implementation

In conjunction with the appropriate Building Futures' teams:

- Implement and refine the Women Building Rhode Island (WBRI) apprenticeship readiness program to meet program goals, including encouraging more women in:
 - exploring construction careers,
 - building physical/technical skills, and
 - learning industry culture.
- Supervise, mentor, and support the Women Building RI trainer to implement the program.
- Develop and teach participants contextualized employability skills.
- Identify and implement strategies to recruit women to participate in Building Futures training.
- Facilitate the assessment of applicant readiness and acceptance to WBRI program.
- Support WBRI participants to complete training and identify next steps.
- Collaborate to support graduate success.

3. Leadership Development

- Determine opportunities and barriers to inclusive participation and success in trade careers.
- Based on analysis, map goals and strategies to maximize opportunities and minimize barriers with relevant stakeholders (e.g., peer support, mentoring, etc.).
- Develop and implement programming to meet above goals.
- Deliver leadership and professional development training for Building Futures graduates.

- Support graduates in developing leadership and advocacy capacity.
- Address additional participant and graduate outcomes as needed.

4. Other Responsibilities

- Highlight progress, track, analyze, and report programmatic outcomes.
- Collaborate with External Relations Team members on communications initiatives that elevate programmatic goals and progress.
- Support and participate in team and organization-wide activities as needed.
- Other duties as assigned.

Qualifications

Alignment and commitment to our organizational mission are essential: our mission is to meet employer needs for skilled workers through Registered Apprenticeship, creating equitable paths to family-sustaining careers for Rhode Islanders. Additionally, successful applicants will have:

- 7+ years of professional experience in workforce development, nonprofit or government program management, community and/or labor organizing, construction management, or a related field.
- Demonstrated experience leading the design and delivery of complex initiatives and/or programs in the nonprofit, government, or private sectors.
- Demonstrated experience leading and supervising teams with accountability to a chief executive and organizational leadership.
- Demonstrated experience managing multifaceted stakeholder networks related to complex and early-stage initiatives and/or programs.
- Demonstrated experience facilitating stakeholder groups towards common goals.
- Demonstrated experience delivering training and skills-building workshops.
- Demonstrated ability to work independently and collaboratively with a high degree of judgment and proactivity, developing and executing strategies, tactics, and activities on multiple time horizons in pursuit of high-level programmatic objectives.
- Demonstrated ability to prioritize one's time and the time of the team according to multiple competing responsibilities, deadlines, or other related demands.
- Excellent written communication skills, including the demonstrated ability to produce high-quality written work product (e.g., memoranda, presentation decks, grant reports, etc.) on deadlines.
- Excellent verbal communication skills, including the demonstrated ability to facilitate small and large group discussion involving both internal and external stakeholders.
- Familiarity with and demonstrated experience with database and/or customer relationship management platforms (e.g., Microsoft Excel, Microsoft Access, and/or Salesforce)

- High-level Microsoft Office skills, including the demonstrated practical ability to use Microsoft Word, Outlook, Excel, and PowerPoint for essential workplace tasks such as organizing meetings, creating and formatting documents, analyzing data, and building clear presentations.
- Strong commitment to working with people experiencing poverty and people who are formerly incarcerated.
- This role requires statewide travel. A valid driver's license is required.
- Preferred candidates will demonstrate familiarity with Rhode Island's construction industry and the landscape of organized labor organizations within that industry, including familiarity with the concept of registered apprenticeship and related readiness programs in the construction domain.

Additional Information

Building Futures is located in the Valley neighborhood of Providence, RI.

Building Futures offers a comprehensive and competitive benefits package that includes life insurance, health insurance, 401(k) match, and generous vacation, sick, and holiday leave.

Building Futures is proud to be an equal opportunity employer. People of color, women, LGBTQ+ candidates, gender-nonconforming individuals, individuals with disabilities, and individuals from diverse backgrounds and experiences are strongly encouraged to apply.

How to Apply

Please send a cover letter and resume to Matt Santacroce at MSantacroce@bfri.org with the subject line "Program Director." We will not review applications without both a cover letter and resume.