

Chief Executive Officer, A4TD

[A4TD](#) seeks a strategic, entrepreneurial, and compassionate leader who can help us expand our success in operating workforce development projects that support job seekers, with a particular focus on mature workers. Our next leader will represent the organization and help us increase our impact as we diversify and grow our programs.

If you have:

- Passion and commitment for workforce development and helping people, especially mature workers;
- Business and financial acumen to sustainably lead, manage and grow an \$11.8 million nonprofit organization with employees and programs in Connecticut, Maine, New York, Pennsylvania, and Vermont;
- Established community relationships and experience diversifying revenue streams through fundraising, grants and fee for service programs; and
- The warmth to lead, inspire, and cultivate a strong team,

Please consider applying to be our next CEO by sending your resume and cover letter to [Erika Schramm](mailto:erika.schramm@skylightcoaching.com) of Skylight Coaching & Consulting (a4tdjobs@gmail.com) by March 5, 2025.

Our ideal candidate:

Our ideal candidate will have workforce development experience, a commitment to our mission, and demonstrated success with fundraising and business development.

We are looking for a leader who has a combination of the following leadership attributes:

Board Development – Experience working with and developing a nonprofit board, including experience leading strategic planning and supporting board governance.

Business and Financial Acumen – Knows how a nonprofit organization operates and understands the key stakeholders involved in workforce development programs at the local, state and federal levels; knowledgeable in current and able to anticipate and shape future policies, regulations, practices, trends, and technology affecting the organization; experience leading in challenging and dynamic moments; operational and financial experience to lead, manage and diversify a strong and stable organization.

Fundraiser – Has established credibility in the community and experience raising money to support mission-driven work. Able to cultivate authentic donor relationships, establish partnerships, secure grants and lead successful fundraising and development efforts.

Collaborative Connector – Able to connect people and ideas; community builder who can create and sustain effective relationships with diverse stakeholders; able to establish and cultivate strategic

relationships and partnerships to increase the value of and strengthen the programs that A4TD offers; well-established relationships within the workforce development community preferred.

Forward & Entrepreneurial Thinker – Can anticipate large-scale and local changes that will affect the organization and its environment; able to lead the organization into the future and envision multiple potential scenarios/outcomes; able to interpret trends and design innovative and actionable strategies and plans based on future possibilities. Will develop a compelling and inspired vision for A4TD to ensure A4TD remains financially sustainable and nationally recognized and respected.

Effective, Consistent Communicator – Able to motivate and inspire; effectively able to listen and communicate with clarity and empathy to wide and diverse audiences (including, but not limited to clients, staff, the business and workforce development community, donors, volunteers, and Board leadership); a talented speaker who can inspire and lead others to achieve common goals; leads with authenticity and transparency; includes staff and community voices and ensures people are seen and heard.

Experienced Team Builder – Can assemble and motivate management, staff, volunteers, the Board, businesses and other community partners to pursue common goals for all those served by A4TD; able to delegate effectively, leverage the strengths of a team, act as a caring and supportive leader, encourages others to lead and do their best work.

Emotional Intelligence – Recognizes personal strengths and weaknesses; able to show empathy, compassion, vulnerability, respect for others; collaborative and engages in open communication; recognizes how challenging workforce development can be and uses appropriate humor and joy to support staff; able to navigate difficult situations with diplomacy and tact.

Exceptional Decision Maker – Makes timely decisions based on an optimal mix of ethics, values, goals, facts, alternatives, risks, and judgments; demonstrates courage to make difficult but necessary decisions; uses tools effectively and at appropriate times; shows a good sense of timing related to decision making and follow through; balances external and internal dynamics; remains composed under pressure.

True Sense of Mission and Values – Committed to providing employment and training programs that help job seekers meet the employment needs of the communities we serve.

Experience:

- Experience working within workforce development, employment, training, and/or a nonprofit organization is important, with a strong preference for experience working in at least one of the states where we currently do business (Connecticut, Maine, New York, Pennsylvania, Vermont)
- Senior leadership experience (10+ years preferred)

Position Location & Travel:

- Ideally, our next CEO will work out of our St. Albans, VT office, but we are open to considering remote or hybrid candidates who live in one of the states where we do business
- Up to 10-15% travel, in coordination with the senior management team throughout the states where we do business and in Washington, D.C.

Salary

- \$100,000 - \$110,000 per year

About A4TD:

Associates for Training & Development (A4TD) is a private nonprofit 501(c)3 corporation founded in 1983, currently operating in Connecticut, Maine, New York, Pennsylvania and Vermont.

Our mission is to provide training and employment services to job seekers! A4TD has operated many workforce development and training projects aimed at giving individuals, and specifically mature workers in some programs, opportunities to update their skills to remain in or reenter the workforce. One of the most popular programs is the Senior Community Service Employment Program (SCSEP), a federally-funded jobs training program that provides paid work-based training opportunities in partnership with local nonprofits.

Partnerships are key to our success. We look at our community partnerships as opportunities to give back to the agencies that support us, a cornerstone to our approach.

Some organizational highlights include:

- Serving thousands of job seekers with training and job placement services, leading to improved economic self-sufficiency and quality of life.
- Operating projects that encompass the entire spectrum of job seekers and job training, including job readiness training (such as resume and cover letter development, networking, and interviewing skills), digital literacy training, industry recognized credential training, and employer-driven work-based (internship) training that provide workers with the knowledge and skills to succeed in the workplace.
- Specializing in the design and operation of worker-centered employment and training programs exclusively for the mature workforce.
- Serving the diverse needs and goals of adult workers through operating programs such as the Senior Community Service Employment Program (SCSEP), the Aging Worker Initiative (AWI); the Vermont Returnship Program; and the Connecticut Older Worker Virtual Training Program.
- Developing programs for under-served communities to address the digital divide, including a Peer Mentoring Digital Literacy Program and Learn IT 2 Work, a computer literacy and employability skills training program that teaches older adults basic computer and job readiness skills, including online job search and application techniques.



A4TD is an equal opportunity employer.