

Jane Addams Resource Corporation (JARC) - Philly

Title: Site Director (Workforce Development program)

Program(s): Sectoral Job Training and Business and Workforce Services

Reports To: Senior Director of Replication and Expansion

Supervises: JARC Philly Management Team

The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty.

JARC helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC's training programs target middle skills gaps in the manufacturing sector, such as Computer Numerical Control (CNC) machinist, Welder, additive manufacturing and robotics, and serve a variety of populations:

- *Careers in Manufacturing Programs (CMP) – Provides job training and employment services to a variety of adult job seekers, including dislocated workers and job seekers with barriers to employment.*
- *Business and Workforce Services (BWS) – Designs and executes customized training classes for industry employers partners and their incumbent workers.*

JARC, established in 1985, has training locations in Chicago, Baltimore, Providence, and will launch its Philadelphia location in early 2026. JARC is seeking a self-starter with program management experience to serve as its JARC Philly Site Director. They will work closely with JARC national leadership, as well as JARC partner Delaware Valley Resource Industrial Center (DVIRC), to lead the successful launch of the new JARC training site and manage the JARC Philly team to be hired.

The Site Director oversees all aspects of JARC's training programs, including program implementation, operations, supervision of personnel, external partnership relations, and fundraising activities. The Site Director is expected to be on-site and/or attending partner meetings in the field at least four days per week during the first year of employment.

Essential Functions:

Programmatic Responsibilities:

- Lead the implementation of JARC's program model and strategies to meet the needs of local communities and employers
- Partner with Director of Manufacturing Operations to ensure programmatic goals are met
- Build and manage relationships with CareerLink centers, local workforce boards, city, county, and state workforce-related agencies, other workforce funders and intermediaries, and community providers
- Manages all phases of annual WIOA certification and PA Department of Education certification

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- Assists Development Director in grant writing and development efforts, including government funders and foundations
- Develops and maintains strategic relationships with key stakeholders, private funders and employers
- Supervises entire team
- Leads/oversees reporting to government and foundation funders, including ensuring high standard of data quality
- Ensures annual and grant-related CMP and BWS goals are being met
- Promotes JARC values, including racial and gender equity, continuous quality improvement, unquestionable ethics, nimbleness/flexibility, teamwork, and several others
- Other duties as assigned

Operational Responsibilities:

- Prepare and oversee annual work plans and budgets in coordination with the Finance Department, Senior Director of Replication and Expansion, and President
- Other duties as assigned

Team Functions:

- Participates in Strategic Planning
- Serves as PA Dept of Ed certification and compliance resource
- Serves as WIOA, SNAP E&T, and other governmental funding resource
- Leads the Management Team

Qualifications:

- A minimum of a Bachelor's Degree
- Experience in workforce development and non-profit programs
- Experience as a Program Director or other managerial position preferred
- Experience working with diverse populations
- Experience in grant writing and grant management
- Solid working knowledge of Microsoft Office and database applications
- Excellent interpersonal, organizational, verbal and written communication skills
- Experience preparing and managing budgets
- No experience in manufacturing industry needed

Terms/Conditions:

Full-time FLSA Exempt Management
Criminal Background Checks Required

Salary range: \$75,000-\$85,000 annually with competitive benefits package

*Jane Addams Resource Corporation is an Equal Opportunity Employer
Minority/Female/Veteran/Disabled/LGBTQ/Gender Identity/LGBTQ encouraged to apply*

