

Workforce & Talent Development Manager, Wilson Works

Joint Economic & Community Development Board of Wilson County, Tennessee
Lebanon, Tennessee (Greater Nashville Area)

Date: March 3, 2026

JOB SUMMARY

A program of the Joint Economic & Community Development Board (JECDB) of Wilson County, Wilson Works plays a vital role in business retention and expansion efforts as Wilson County, Tennessee's county-wide talent and workforce development program, serving Lebanon, Mt. Juliet, Watertown and all of Wilson County.

The Workforce & Talent Development Manager will lead initiatives that connect area talent to employers, educators, and workforce agencies to strengthen the county's talent pipeline. This individual will build partnerships; develop and implement strategic workforce programs; initiate and maintain interactions with local employers, education and workforce training partners; identify and secure resources to advance Wilson County's workforce landscape in alignment with the needs of local employers; leverage available technology resources and platforms to optimize program efficiency and impact; and serve as a key member of the JECDB Team and a meaningful contributor to the organization's mission to enhance the community's economic well-being & overall quality of life. The JECDB is seeking a self-starting, team-oriented, natural collaborator and strategic doer that is passionate about serving our community by developing and advancing career pathways and connecting available talent to local employers.

ESSENTIAL FUNCTIONS

- **Develop and implement workforce program policies**, ensuring alignment with employer, educator and community needs.
- **Collaborate with employers, educational institutions, and community leaders** to identify workforce needs and implement strategic solutions.
- **Assess and communicate program effectiveness** by collecting data, tracking program impacts, engaging stakeholders, and optimizing initiatives to improve outcomes.
- **Lead grant identification, development and administration**, including planning, securing, monitoring, and program resource generation through sponsorships and grant funding.

- **Foster public-private partnerships** by developing and maintaining strong relationships with local employers and workforce program investors.
 - **Plan, promote, convene and facilitate** regular meetings of Wilson Works Employer Council and sector-specific Employer Resource Groups.
 - **Guide workforce development strategies** tailored to high-growth, high-demand or high-wage occupations in Wilson County.
 - **Support rapid response efforts** for workforce transitions and economic shifts.
 - **Serve as a liaison** between local employers, Wilson County Schools, Lebanon Special School District, Chambers of Commerce, economic development agencies, workforce training partners and local elected officials.
 - **Lead or support the development of media and marketing** collateral in collaboration with colleagues and partners.
 - **Assist with workforce and employer services**, including potential for supervision and oversight, as needed and requested.
 - **Safeguard sensitive information** and maintain confidentiality in all aspects of the role.
 - **Leverage modern technology** to advance institutional knowledge and information, and to enhance program impacts and efficiency
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QUALIFICATIONS

- Knowledge of Wilson County's economic, workforce, and civic landscape or the ability to quickly develop such expertise.
- Strong leadership skills with experience in strategic planning, partnership development, program implementation, program management, and program sustainability.
- Exceptional communication skills, including written, electronic, public speaking, meeting facilitation, and stakeholder engagement.
- Relevant experience in workforce development, economic development, education, human resources, or a related field.
- Proficiency in Microsoft Office, iOS-compatible environments, and web-based applications.

- Ability to establish and maintain data collection systems, analyze workforce trends, and prepare technical reports.
- Ability and willingness to pursue and secure program investment from relevant partners and funding sources.
- Demonstrated ability to work independently and collaboratively, managing multiple projects under deadlines.
- Aptitude for interacting with differing individuals from a full array of perspectives, backgrounds and personality types.

Desired Additional Qualifications:

- Experience in volunteer leadership and management.
 - Background in or skilled with audio/video production, digital content creation, web management, and/or social media marketing.
 - Previous experience securing and managing grant funding.
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ORGANIZATIONAL RESPONSIBILITIES

- Perform high-quality work within deadlines, independently or under supervision.
 - Interact professionally with colleagues, partners, and community members.
 - Maintain ethical standards, professionalism, and a commitment to Wilson County's workforce development mission.
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EDUCATION & EXPERIENCE

Candidates should possess one or more of the following:

1. **Bachelor's Degree** from an accredited institution.
 2. **Associate's Degree** with two years of relevant work experience.
 3. **Five years of progressively responsible experience** in workforce development, economic development, education, human resources, or a related field.
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APPLICATION DEADLINE

Applicants desiring consideration should submit a cover letter and resume to wilsonworks@doingbiz.org. The position will remain open until filled.