

Job Description: Dream It Do It Director, Erie County

Job Title: DIDI Director, Erie County
Job Analyst: Todd Trantum
Date Analyzed: 5/12/2024
Wage Category: Exempt Full-Time
(*part-time considered dependent on candidate experience and abilities*)
Report To: President/CEO of Dream It Do It Western New York

Dream It Do It Overview

The Dream It Do It Western New York objective is to inspire and motivate young talent, particularly middle and high school students, to enter manufacturing career pathways. DIDIWNY is an initiative powered by the Buffalo Niagara Manufacturers Alliance (BNMA) and the Manufacturers Association of the Southern Tier (MAST) in partnership with manufacturers, schools, post-secondary institutions, economic development, workforce development, community based not for profits, governmental agencies and private foundations.

Position Overview

In order for DIDIWNY to achieve its ambitious mission, a dynamic Director is required to focus on working with school districts and with manufacturers in Erie, NY. The Dream It Do It Director will be responsible for implementing programs and activities to achieve the objective of inspiring and motivating young talent, particularly middle and high school students, to enter manufacturing career pathways. This position will manage day-to-day program administration, support program development, implement programming, coordinate community engagement, and conduct outreach efforts that bridge manufacturers and schools.

The DIDI Director will work with a team of volunteers and DIDI team members to bridge relationships among local manufacturers and school districts.

The DIDI Director will bring together multiple stakeholders around a common objective. To do so the Director will engage with manufacturers and schools on a regular basis. The Director will manage multiple projects simultaneously and be capable of independent decision making. The successful candidate will thrive in a fast-paced environment, while balancing multiple projects, engaging with a variety of stakeholders and meeting deadlines. The person filling this position will be required to work a flexible schedule as there will be times when working extended hours, evenings and weekends will be necessary.

The job position will call upon the individual to carry out various tasks relating to the daily implementation of the Dream It Do It manufacturing career initiative.

Essential Functions

- Coordinate DIDI programming and projects.
- Assemble communicate with and bring together multiple stakeholders.
- Approach this work collaboratively and willingness to work in teams.
- Assist in the development of strategic plans, budgets, goals and activities.
- Work directly with manufacturers to answer questions regarding DIDI programming.
- Interface with the public through presentations and communicating with local media.
- Demonstrate a high level of communications skills including writing, speaking and presentation skills.
- Implement creative abilities. For example, taking good quality pictures, basic graphic design, web-site maintenance, basic video production would be useful in this position.
- Fundraise adequate resources to sustain programming.

- Develop and facilitate an active DIDI council of multiple stakeholders within the county focusing on program execution.
- Foster engagement of business leaders in the county, educational leaders, leading civic organizations, elected officials, and any/all groups or individuals that are key to fulfilling the DIDI mission.
- Develop a relationship among educational institutions and manufacturing facilities within the region to implement all facets of the program.
- Coordinate collaborative efforts with all regional higher educational institutions to ensure the success of their programming that relates to the pipeline needs of advanced manufacturing.
- Develop program champions within each stakeholder group to enable collaboration and success of programs (manufacturing base, primary, secondary and higher education, independent programs entities, workforce development boards, etc.)
- Develop programs for teachers and guidance counselor to inform them about advanced manufacturing needs.
- Oversee and manage all aspects of programming implementation.
- Seeking out grant opportunities and ensuring grant program deliverables are met.
- Achieve key performance indicators that measure program success.
- Perform the following duties in coordination with the DIDIWNY President and team:
 - Developing and implementing communications materials as Dream It Do It evolves, such as summary documents, brochures, FAQs, and other information;
 - Developing and implementing a web and social media strategy;
 - Develop relationships and maintain contacts within local newspapers and news outlets;
 - Implementing a media strategy, including drafting press releases and coordinating with media outlets.

Job Specifications

- Possess a passion toward connecting young talent with career pathways in manufacturing.
- Be a self-starter, be able to work independently with minimum supervision, have a strong attention to detail and be able to manage multiple projects while meeting project deadlines.
- Have the ability to work within a team and independently.
- Ability to put together a project plan and manage the project from start to finish.
- Considerable knowledge of educational institutions and/or employers in the region.
- Proficient communication skills.
- Competence in utilizing Microsoft Office products.
- Feel comfortable public speaking and using variety of presentation and facilitation methods.
- Fundraising capability.
- Ability to problem-solve.
- Must be flexible and be willing to work with professionals and with teenagers.
- Assess how well program objectives have been achieved and use them to improve specific aspects of programming.
- Strong interpersonal skills required.

Contact

Individuals who are interested and want to apply for the Dream It Do It Director job position, should email a cover letter and resume/e-portfolio to Todd Tranum at tranum@mast-wny.com.