DIRECTOR OF SYSTEMS

APPLY NOW
THE ORGANIZATION

SEIU Healthcare 1199NW Multi-Employer Training and Education Fund (The Training Fund) is a nonprofit, labor-management partnership between seventeen (17) hospitals across eight (8) healthcare systems and the largest healthcare union in Washington State.

Established in 2008, the Training Fund was created to develop a statewide program for addressing the workforce needs of participating employers and to support the career, knowledge, and skill aspirations of SEIU Healthcare 1199NW members. It is a ground-breaking enterprise designed to leverage the healthcare industry's greatest strengths - its people and its institutions - to collectively keep pace with this rapidly changing, ever expanding and highly complex industry.

The organization is governed by an 18-member board of trustees with nine (9) representing the union and nine (9) representing the employers. There are approximately forty (40) full-time staff, and the Training Fund has an annual budget of approximately $8.6m.

Close to 17,000 Washington State healthcare workers are currently eligible for Training Fund education benefits. As a Labor/Management Taft-Hartley Trust which is funded by collectively-bargained employer contributions, the Training Fund is able to provide services and benefits at no cost to eligible members. Benefits include funding for Professional Development activities, a Tuition Assistance program to cover college and university enrollment costs, and a wide variety of educational support services.

The Training Fund also offers direct healthcare instructional programs. The organization is the founder, sponser and administrator of the Health Care Apprenticeship Consortium (HCAC). We currently offer 6 apprenticeship programs in the healthcare field, including behavioral health, and are continuing to expand. Other programs include Certified Nursing Assistant (CNA) instruction and Advanced Certification for Environmental Service Technicians (ACET).

The multi-employer, labor-management partnership model allows the Training Fund to attract significant grant dollars to expand services for its members and the broader community. The Training Fund has received funding through multiple federal, state, and private grants, including over $15 million in grant funding since 2020. We truly appreciate this important support from our funding partners.

From policy work to training projects to education-system reform, the Training Fund has made a significant impact on the current and future direction of Washington's healthcare workforce system.

THE TRAINING FUND'S WORK

- Markedly increase healthcare workers access to and completion rates of healthcare education through funding and support services targeting working adults.
- Improve Equity, Diversity and Inclusion (EDI) in healthcare systems through instructional programs, access to healthcare career advancement, job skill enhancement and TF's member supports.
- Produce and be renowned for innovative and high quality direct programming in healthcare career gap areas.
- Thrive as a labor/management partnership for healthcare workforce solutions.
- Influence the education and workforce development system as a labor/management partnership to meet our collective goals.

You can hear directly from Executive Director Laura Hopkins here.
The Organization (Continued)

VISION
The Training Fund supports the career advancement and lifelong learning of healthcare workers while enhancing partnering employers' ability to attract and retain a diverse and talented workforce.

MISSION
The Training Fund supports innovative training, education, and career development for healthcare workers that maximizes their talents, proactively meets industry needs and ensures high-quality patient care through a diverse and skilled healthcare workforce.

For more detailed information about the Training Fund's programs and services, please click here.

You can also view a short introductory video about the Training Fund here.

THE POSITION

The Director of Systems will provide leadership services related to Training Fund organizational systems, including assessments, information/data management, project & change management, policies and procedures, technology and other solutions that enhance organization functions and priorities.

The Director is a member of the Training Fund leadership team. They will work with various members of the Training Fund team and external stakeholders around data and systems. This position will play a critical role in the Training Fund’s labor-management partnership and must be able to work well with labor and management on moving the work forward in the context of leveraging data and systems to highlight the value add of Training Fund programs.

LOCATION
Must live in Washington state; schedule will be approximately 75% telework and 25% in person at office, off sites or partner locations.

OPPORTUNITIES FOR IMPACT

- In partnership with Salesforce consultant, develop and implement a reporting system such that data needed for board meetings, and other regular tracking is easily reported.
- Lead the organization's ongoing work to implement a Sharepoint document sharing and collaboration platform.
- Develop reports and create dashboards for various stakeholders that support monitoring of the Training Fund's outcomes and programs.
- Work across organizational teams to implement, design and optimize process and systems that support quality assurance and effective and efficient member and stakeholder supports.
- Develop and implement assessment and evaluative survey processes for the organization's programs, including measuring member and stakeholder satisfaction; enable organization to leverage data to assess impact and outcomes.
LEADERSHIP ABILITIES

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. The Training Fund is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

- Experience as a Systems Manager or Director or senior staff member leading and growing an organization, division, or department of similar size and scope. This may include nonprofit, for-profit, education, or public sector organizations or a combination thereof.
- Experience working with diverse populations and addressing unique needs.
- Experience developing and managing budgets including the purchase of services, hardware, software, cloud services and consultative and contractual resources.
- Experience managing and completing technical projects as well as working with CRMs, preferably Salesforce, including development and management of the system to support data needs.
- Experience managing IT contractors, including technical support contractors and Salesforce consultants.

COMMITMENT TO:

- Increasing reach and impact through technology.
- High level of ownership and focus on excellence and creating high-performing teams.
- Lead the systems and technology direction of the organization.
- Stay current on technology and systems best practices and look for opportunities to use this knowledge to most effectively serve and support Fund members and other stakeholders.
- Ensuring full uptime and effective maintenance of technology systems and tools.
- Stay up to date on key trends/issues as relevant to the Training Fund’s current and future work.
- Personal growth and development of racial equity and inclusion, as well as a commitment to advancing diversity, equity, and inclusion as related to access.
Leadership Abilities (Continued)

**ABILITY TO:**

- Provide strategic leadership as well as technical, operational, financial, and managerial leadership for successful implementation of organizational/business systems.
- Manage Salesforce and other IT tools and proactively seek ways to optimize systems to support the organization's current and evolving needs.
- Direct and manage staff, including hiring, performance management and assessment, development, mentoring, training, and staff budgeting. Currently, the Director of Systems has one direct report in Data Admin and Quality with another Technical Admin being hired currently.
- Lead and, in partnership with a variety of departments, implement LEAN, streamlining and process improvements for organizational process and procedures.
- Lead and, in partnership with a variety of departments, create and maintain operations documentation for quality and training purposes.
- Serve as project manager of systems level projects to keep them on time, within budget and meeting deliverables.
- Lead or co-lead process improvement efforts with a focus on system capabilities and opportunities; prioritize requests and develop data processes and solutions.
- Thrive in an environment where you can flex a variety of strengths and problem-solve based on dynamic challenges.
- Seek input from stakeholders across the organization in areas that have implications for the organization as a whole.
- Develop workable systems and solutions that meet existing organizational requirements/expectations while also meeting the needs of the labor/management program.
- Work with directors and leaders to ensure that data is accessible, secure, and used by leadership to inform strategy and implementation.
- Ensure best practices in data management, data security and reporting are implemented and followed; administer user accounts.
- Oversee data validation, hygiene and maintenance; monitor data quality, and build systems to ensure data integrity.
- Manage distribution of technology and licenses for staff onboarding and offboarding.
- Provide leadership to IT and data systems, prioritizing projects and ensuring commitments are met while providing high quality, secure, and cost-effective systems that meet expectations.
- Provide formal and informal training as needed to develop the capacity of staff to leverage technology tools and data, such as customizing Salesforce reports and dashboards and using com.
- Represent the Training Fund in various work groups and Labor/Management Committees as it pertains to data and to highlight the value add of Training Fund programs in that context.
- Support multiple project priorities at one time and ensure high-quality outcomes and results.
- Craft and articulate a big-picture plan.
- Motivate, coach, and develop others.
- Solve problems, strategize, and manage/prioritize/organize multiple tasks and projects.

**OTHER SKILLS:**

- Time management
- Transparent communication
- Active listening
- Conflict management
- Authenticity
- Sincerity
- Collaboration
- Teamwork
- Self-motivation
- Flexibility
- Adaptability
TO BE CONSIDERED

The position is open until filled. Application materials are reviewed on an ongoing basis. Screening interviews will begin immediately. Please submit a resume and a two-page (or less) cover letter addressed to Sukanya Pani, Deputy Director at:

valtasgroup.hire.trakstar.com/jobs/fk0x8ww/

You may direct questions to Ed Rogan at ed@valtasgroup.com or 206.697.8428 or Amy Burton at amy@valtasgroup.com or 206.718.5122

The Training Fund is a progressive, equal opportunity employer. All employees and potential employees are entitled to be treated respectfully and without discrimination on the basis of race, creed, color, national origin, religion, sex, sexual orientation, gender expression and identity, age, political ideology, honorably discharged veteran or military status, or disability. Employees are protected from retaliation for complaining of discrimination, opposing discrimination, and cooperating in discrimination investigations.

The Training Fund is a harassment free workplace.

COMPENSATION & BENEFITS

REPORTS TO:
Deputy Director of SEIU Healthcare 1199NW Multi-Employer Training and Education Fund

TOTAL COMPENSATION:
The annual salary range for this position is $95,000 - $100,000. The Training Fund offers a competitive benefits package that includes employer-paid medical, dental, and vision exam coverage, a retirement plan as well as vacation and sick leave.
ABOUT VALTAS GROUP

We are proud of our work as Interim Executive Directors, supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We lead the search process in partnership with the board and staff leadership, as consultants for recruiting and search to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. Contact us to learn about our executive interim and placement services and keep your organization moving during any transition or major change.