



JOB TITLE: Workforce Development Manager

FLSA STATUS: Exempt

REPORTS TO: Director of Talent Solutions

LOCATION: Statewide

EFFECTIVE DATE: August 1, 2026

SUMMARY:

The **Workforce Development Manager** is a highly motivated, mission-driven professional responsible for overseeing and driving workforce development projects across the state of Mississippi. This role requires full ownership of project design, coordination, and execution at a statewide level, ensuring that initiatives align with the broader objectives of AccelerateMS. The position demands strong leadership, project management expertise, and effective communication with a wide range of internal and external stakeholders. Frequent same-day and occasional overnight statewide travel is required.

ESSENTIAL JOB FUNCTIONS:

- Lead the planning, coordination, and execution of assigned statewide workforce training projects, including organizing stakeholder meetings, soliciting proposals, delivering presentations, and ensuring timely progress toward project goals.
- Develop detailed statewide project plans, timelines, and objectives in collaboration with stakeholders and office leadership, ensuring alignment with organizational priorities.
- Act as the central point of contact for all project-related communications—internally across teams and externally with stakeholders, clients, and vendors across Mississippi.
- Maintain accurate and organized project documentation, including meeting summaries, milestone reports, and evaluation records.
- Facilitate collaborative statewide stakeholder roundtables to share best practices, identify regional and statewide workforce needs, and co-develop strategies for sustainable impact.
- Evaluate program strengths and identify areas for improvement; communicate potential enhancements to AccelerateMS leadership to inform future programming.
- Represent AccelerateMS in state and regional workforce planning initiatives, ensuring programs align with both local and statewide workforce development priorities.
- Gather and integrate feedback from a variety of stakeholders across Mississippi to optimize program relevance and impact.
- Ensure successful project completion by tracking deliverables, reporting outcomes, and documenting lessons learned for future statewide efforts.
- Support AccelerateMS programs, program, and project managers as needed to strengthen collective impact.
- Collaborate frequently with internal teams and divisions to integrate efforts and support cross-functional workforce initiatives.

- Participate in recurring staff meetings and professional development events, including statewide in-person gatherings.
 - Record and organize daily activities in alignment with organizational goals and reporting standards.
 - Perform additional duties and special projects as assigned by the supervisor to support statewide operations.
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KNOWLEDGE, SKILLS, & ABILITIES:

- Experience in manufacturing or manufacturing-adjacent industries is strongly preferred.
 - Demonstrated ability to think critically and apply high-level problem-solving skills.
 - Emotional intelligence and interpersonal skills to collaborate with diverse individuals and groups across the state.
 - Strong communication skills to deliver public presentations, generate written reports, and manage internal and external coordination.
 - Excellent time management, multitasking, and organizational skills.
 - Proven ability to work independently and take initiative in completing complex statewide projects.
 - Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, Teams, and Outlook.
 - Capable of seeing projects through from initiation to completion with minimal supervision.
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EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree with at least two years of experience managing complex projects and programs; or
- Associate's degree with at least five years of experience managing complex projects and programs.
- Experience in economic, community, or workforce development is required.
- Completion of an aligned education or training program is encouraged but not required.

To apply for this opportunity, please send a cover letter and resume, including the below information, to info@acceleratems.org before 5:00 PM CST on July 27, 2026.

- Name, address, telephone number, and email
 - Previous positions, including titles, duties, employers, locations, and dates of employment
 - Names of previous supervisors
 - Specific skills related to the job
 - Brief narrative with information such as why you're interested in, or qualified for, the job
 - Degrees, licenses, and/or certifications
 - References (Typically, three references with contact information)
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