TITLE Workforce Development Manager

ORGANIZATION: Preservation Maryland

LOCATION: Baltimore, MD (Hybrid)

REPORTS TO: Director, The Campaign for Historic Trades

POSITION DESCRIPTION

This full-time, exempt position supports Preservation Maryland's program The Campaign for Historic Trades sponsorship of a Registered Apprenticeship Program (RAP) that functions in multiple states. This position will assist Preservation Maryland in expanding the RAP's reach and developing operating systems for the long-term management of the program.

The Workforce Development Manager is responsible for the successful placement, support, and retention of registered apprentices while building strong partnerships with employers, partners, and workforce development agencies. This position serves as the primary liaison between apprentices, employers, and regulatory agencies to ensure program compliance, high-quality participant outcomes, and employer satisfaction.

The ideal candidate has experience in workforce development and Registered Apprenticeship, and familiarity working with state and/or federal Departments of Labor and Local Workforce Development Boards. Preference for candidates who have worked in the construction industry or skilled trades. This is a full-time, hybrid position based in the Baltimore-metro area that reports to the Director of Historic Trades and requires regular travel throughout Maryland, Virginia, D.C., and Delaware.

RESPONSIBILITIES

- Match qualified apprentices with employer partners based on workforce needs.
- Recruit and develop relationships with employers interested in hiring Registered Apprentices.
- Conduct regular check-ins with apprentices to monitor progress, address challenges, and promote successful program completion.
- Provide apprentices with career coaching, mentorship, and referrals to supportive services as needed.
- Coordinate with team members and partner pre-apprenticeship programs on apprentice recruitment and placement.
- Support employers throughout the hiring, onboarding, and retention process.
- Provide employers with guidance on apprenticeship requirements, best practices, and available workforce incentives.
- Assist employers in identifying and accessing workforce development resources through Local Workforce Development Boards and partner organizations.
- Track program outcomes including placements, retention, completions, and employer engagement.

- Maintain accurate program records and participant documentation in databases and participant documentation.
- Prepare and submit reports for leadership, grant funders, and regulatory agencies.
- Maintain regular communication with Department of Labor representatives.
- Develop collaborative relationships with local Workforce Development Boards, community colleges, training providers, unions, industry associations, and community organizations.
- Represent the organization at workforce development meetings, employer events, job fairs, and industry conferences.
- Identify opportunities to expand employer participation and apprenticeship opportunities.
- Monitor program performance metrics and recommend improvements to increase program effectiveness.
- Other duties as assigned.

PREFERRED SKILLS AND EXPERIENCE

- Degree in Workforce Development, Human Resources, Business Administration, Education, Public Administration, a related field, or equivalent combination of education and experience.
- Minimum of 3 – 5 years of professional experience in workforce development, Registered Apprenticeship Programs, career services, or related field.
- Knowledge of workforce development systems and employment services.
- Strong organizational, communication, and relationship-building skills.
- Experience managing multiple priorities while maintaining detailed documentation.
- Experience in the construction industry, skilled trades, or related sectors.
- Familiarity with apprentice tracking software and/or Learning Management Systems.
- Experience working with Workforce Innovation and Opportunity Act (WIOA) programs or Local Workforce Development Boards.
- Proficiency with Microsoft Office Suite
- Proficiency with Microsoft OneDrive.
- Proficiency with database systems.
- Valid driver's license, reliable transportation, and ability to travel throughout Maryland, Virginia, D.C., and Delaware.
- Bilingual proficiency in English and Spanish.

BENEFITS

Preservation Maryland provides a generous benefits package including employer paid health insurance, retirement, vacations, holidays, and a flexible, hybrid work schedule. Compensation will be between $60,000 - $65,000, commensurate with experience.

TO APPLY

Send a cover letter summarizing your professional skills, relevant work experience, and interest in the preservation of Maryland history along with your resume to submit@presmd.org with the subject line *Workforce Development Manager.*

Applicants will be notified of the receipt of their cover letter and resume. Selected candidates will be contacted by Preservation Maryland to set up an interview. No phone calls, please.

Preservation Maryland is an inclusive workplace that affirmatively values diversity in all its forms. We strongly encourage all qualified candidates to apply.

ABOUT PRESERVATION MARYLAND

Founded in 1931, Preservation Maryland has been a leader in the preservation movement of the state and nation ever since. The organization's mission is the preservation of Maryland's historic buildings, neighborhoods, landscapes and archeological sites through outreach, funding, property redevelopment, advocacy, and workforce development.

Preservation Maryland achieves its mission through an expanding group of core programs. The organization provides leadership to a large coalition of individuals and organizations at the state, county, city, and community level that advocate for critical causes. The organization's podcast reaches tens of thousands of listeners annually and has produced over 300 episodes since its launch. Additionally, the organization hosts more than a dozen events, large and small, which provide training, award recognition, and professional development to historic communities and their leaders.

Preservation Maryland leads Smart Growth Maryland, a dynamic program which advocates for state and local policy priorities that directs new public and private investment in keeping with the principles of smart growth. The organization partners with Maryland's leading historic preservation, environmental conservation, and land preservation organizations to help achieve this mission.

The organization makes flexible grants to support the preservation of Maryland history and historic properties in partnership with local nonprofit organizations, community groups and churches. A historic property redevelopment program allows the organization to take direct action to protect threatened historic properties through acquisition, loans, and partnerships.

The organization also serves as the charitable partner of the National Park Service's Historic Preservation Training Center. This partnership, operating as a program called the Campaign for Historic Trades, allows the organization to support the advancement of historic trades training which can open pathways to successful careers for young adults and recent veterans.

To learn more, visit presmd.org.