



MassHire Metro North Workforce Board Position Announcement

President and CEO

MassHire Metro North Workforce Board (MNWB), a public/private partnership based in Cambridge, is seeking a dynamic new President and CEO. MNWB is a nonprofit organization that enables area residents to gain the skills to maximize their economic self-sufficiency and provides employers with the workforce they need to effectively compete in the changing economy. Please see www.MassHireMetroNorth.org.

The Organization

MNWB was established in 1995 as one of 16 local workforce development boards in Massachusetts. It serves as the Workforce Development Board for the 20-community Metro North region of Massachusetts (Arlington, Belmont, Burlington, Cambridge, Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Somerville, Stoneham, Wakefield, Watertown, Wilmington, Winchester, Winthrop and Woburn). As a regional nonprofit leader, the mission is broader than the legal functions of a workforce development board.

MNWB's functions include:

- Addressing business' workforce needs through strategic partnership building;
- Coordinating local workforce activities with economic development strategies;
- Developing industry-specific consortia focusing on strategic planning and implementation;
- Establishing workforce development policy for the region;
- Chartering career center operator and overseeing career centers;
- Ensuring individuals in the region without sufficient skills have access to quality education, training, and workforce development services;
- Matching the needs of business for skilled employees with area training opportunities;
- Assessing the effectiveness of the local workforce system;
- Administering federal Workforce Innovation and Opportunity Act (WIOA) funds for the region.

MNWB accomplishes its mission primarily through convening industry partnerships, task forces, and standing committees as well as by implementing training programs and events in support of workforce priorities. MNWB charters, oversees, and works in partnership with the Metro North One-Stop Career Centers. MNWB serves as both a policy-setting entity and a fiscal agent, responsible for administering federal and state workforce development funding for the region. MNWB develops partnerships among businesses, colleges, vocational and K-12 schools, adult basic education providers, and community-based organizations to solve regional workforce issues.

MNWB is governed by a Board of Directors. Business leaders must constitute a majority of the Board with other members representing education, training, labor and economic development. Annual revenue is approximately \$8.5 million in federal, state and foundation grants with a significant amount of passthrough funding to vendors.

The Position

The role of the President and CEO is to ensure that MNWB continues to thrive and deliver excellent performance. Reporting to the Board of Directors, the President and CEO will have overall strategic and operational responsibility for MNWB's staff and programs and the execution of its mission. S/he will be responsible for the creation and implementation of the organization's programs and for the oversight and administration of the federal and state funding flowing into the region. S/he must have some workforce development experience and ultimately will develop deep knowledge of the field, core programs, operations, and business plans.

Key Responsibilities

Leadership

- Ensure strategic initiatives are carried out to meet MNWB's goals through rigorous program evaluation, and consistent quality of finance and administration, resource development, communications, and systems;
 - Develop timelines and resources needed to achieve strategic goals;

- Design for innovation and flexibility, building on the national vision for a highly skilled workforce;
- Actively engage, energize, and convene MNWB stakeholders to implement workforce initiatives;
- Expand revenue generating/resource development activities to support existing program operations as well as expansion driven by the strategic plan without disruption to existing high quality services or programs;
- Stay up-to-date in knowledge of programs and policies governing workforce development;
- Implement WIOA regulations, bringing forward new models for service delivery;
- Implement the strategic planning process for target sectors;
- Build partnerships in new markets and industries, establishing relationships with relevant funders and businesses, as well as political and community leaders;
- Use knowledge of content and the political environment to advance the mission of MNWB;
- Working with two other local workforce areas (Boston and Metro South/West), implement a regional plan;
- Ensure that the fiscal and program audit and all federal and state monitoring are successfully completed without findings.

Work with the Board of Directors:

- Provide primary support to the Board Chair;
- Develop, maintain, and support a strong Board of Directors;
- Ensure that each MNWB committee is adequately staffed;
- Seek and build Board involvement with strategic direction for ongoing operations.

Management

- Ensure that MNWB successfully attains workforce board certification;
- Lead, coach, develop, and retain MNWB's high-performance staff team;
- Provide summary reports on progress to the Board, and use this data in staff development;
- Create a stronger brand;
- Continue to create visibility for MNWB and its positive outcomes, including adding targeted communications to stakeholders.

Key Success Factors

- Ability to build diverse teams (board, staff, others) to leverage different perspectives;
- Big picture thinking, without losing sight of important details;
- Models stability, even in the face of change and uncertainty.

Skills, Experience and Characteristics Sought

- Commitment to the mission;
- Up-to-date knowledge of programs and policies governing workforce development;
- Experience in legislative and policy advocacy/government relations and outstanding advocacy skills;
- Track record of effectively leading and scaling an outcomes-based organization and staff;
- Specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth;
- Commitment to quality programs and program evaluation;
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget;
- Success working with a Board of Directors with the ability to cultivate existing board member relationships as well as identify and engage new members;
- Strong marketing, public relations, and resource development experience with the ability to engage a wide range of stakeholders and cultures;
- Strong written and verbal communication skills; persuasive communicator with excellent interpersonal and multidisciplinary project skills;
- Action-oriented, entrepreneurial, and adaptable with innovative approach to business planning;
- Ability to work effectively in collaboration with diverse groups of people;
- Knowledge of communities north of Boston a plus;
- Advanced degree (MBA or Masters) with at least five years senior management experience preferred; Bachelors degree with ten years in a senior management position may be considered;

MassHire Metro North Workforce Board is an Equal Opportunity Employer.

To apply in confidence, please send cover letter and resume to Susan Egmont, Egmont Associates, segmont@egmontassociates.com.