

JOB POSTING

WHO WE ARE:

The Northeast Advanced Manufacturing Consortium (NAMC) started as an initiative among four workforce investment board directors to form a partnership among industry, academia, and workforce development established to promote sustained support for manufacturing within the Northeast of Massachusetts. Northeast manufacturers are world-class companies that are an essential part of the state's innovation economy. Manufacturing has a legacy in the Northeast of Massachusetts and we seek to advocate for a thriving advanced manufacturing industry. We have brought together a coalition of private and public entities to leverage funding and develop programming to meet our goals.

NAMC's mission is to promote the sustained support of the advanced manufacturing industry in Northeast Massachusetts and develop a regional workforce pipeline to provide the necessary skilled employees for the industry to remain globally competitive. For more information, visit namcnetwork.com.

JOB TITLE: Executive Director, Northeast Advanced Manufacturing Consortium (NAMC)

BASIC FUNCTION:

The NAMC Executive Director is responsible for overseeing and leading the program operations, staff, and strategic plan of the Northeast Advanced Manufacturing Consortium. The NAMC Executive Director will oversee the implementation of NAMC's grant-funded training programs; build relationships with NAMC's partners, including community colleges, career and technical education schools, community-based organizations, MassHire Career Centers, and manufacturing businesses; supervise NAMC staff; implement NAMC's strategic priorities as outlined in its new strategic plan, which include partnership development, communications/marketing, and fundraising/development; prepare funding proposals; and oversee NAMC's budget.

The NAMC Executive Director will report to the NAMC Workforce Board Executive Director Committee, which is comprised of the four directors of the MassHire Workforce Boards in Metro North, North Shore, Greater Lowell, and Merrimack Valley. The position is an employee of the MassHire Metro North Workforce Board.

PRIMARY RESPONSIBILITIES AND DUTIES:

- Oversee program operations of various NAMC-led training programs which include pre-employment, incumbent, and apprenticeship programs.
- Lead the implementation of NAMC's new strategic plan, which include priorities focused on partnership development, communications/marketing, and fundraising/development.
- Lead ongoing NAMC and related partnership discussions to promote job-driven manufacturing sector strategies and career pathways development.
- Convey manufacturing employers' workforce needs to career centers, community colleges, vocational schools, and other partners so that education and training programs are aligned with industry needs and a sustainable talent pipeline.

- Help businesses, Workforce Board Directors, other NAMC members, and NAMC staff with the ongoing execution and refinement of NAMC operations and outcome goals.
- Lead/supervise NAMC programs and NAMC staff and work effectively with other partner staff to ensure strong collaboration in the accomplishment of NAMC contractual and development targets.
- Identify and take the lead in developing grants and other funding opportunities to expand manufacturing workforce development in the Northeast Region.
- Prepare funding proposals and reports.
- Oversee NAMC's budget and work with NAMC fiscal staff in tracking budgets and making revisions as necessary.
- Other duties as assigned by the NAMC Workforce Board Executive Director Committee.

DESIRED SKILLS/KNOWLEDGE/ABILITIES/COMPETENCIES:

- Ability to engage company leaders as working partners and influence company, college, and school leadership to align them with initiatives.
- Extensive knowledge of the manufacturing industry required; experience working in manufacturing and familiarity with current manufacturing technologies preferred.
- Experience with grant writing and fundraising/development in a nonprofit setting.
- Experience with developing and tracking budgets.
- Experience supervising multiple staff across different programs.
- Ability to listen and understand manufacturers' workforce and other related needs.
- Ability to develop and communicate manufacturing workforce solutions.
- Ability to collaborate on the development and achievement of common objectives.
- Solid writing, speaking, and teamwork skills.
- Experience with MS Office and utilization of social media tools.
- Transportation and a valid driver's license.
- Demonstrated commitment to diversity, equity, inclusion, and belonging.

EDUCATION/EXPERIENCE:

Any combination of education and experience demonstrating sufficient competency to fulfill position duties and responsibilities.

SALARY AND BENEFITS:

Starting salary \$90,000 - \$100,000 per year. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) retirement plan, holiday, sick and vacation time, parental leave, and flexible work arrangements.

TO APPLY:

Send resume and cover letter outlining your experience and interest to hr@MassHireMetroNorth.org. No telephone calls please. Open until filled.

This position will be an employee of MassHire Metro North Workforce Board.

The MassHire Metro North Workforce Board values equity, justice, and opportunity and is proud to be an equal opportunity employer. As an organization which serves many communities of job seekers and employers, we are a diverse and inclusive workplace committed to reflecting these communities. We encourage culturally competent, qualified candidates of diverse backgrounds to apply.

The MassHire Metro North Workforce Board (MNWB) is a 501(c)(3) nonprofit organization whose mission is to develop partnerships, generate resources, and advocate for workforce solutions that result in a skilled workforce, prospering businesses, and equitable access to meaningful career pathways and quality employment for residents. The MNWB is one of 16 local Workforce Development Boards established in Massachusetts covering 20 cities and towns north of Boston. The functions of MNWB include the following:

- 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 operators and overseeing career centers
- Matching the needs of business for skilled employees with training opportunities in the area
- Assessing the effectiveness of the local workforce system
- Administering federal Workforce Innovation and Opportunity Act (WIOA) funds for the region

For more information, please visit <https://masshiremetronorth.org/>.