

Executive Director – Position Description

Search Firm: Executive Resources International LLC

Our client seeks a new Executive Director for a well respected Greater Boston non-profit that is a public-private partnership whose mission is to enable area residents to gain the skills to maximize their economic self-sufficiency and provide employers with the workforce they need to effectively compete in the changing world economy.

The Metro North Regional Employment Board (REB) serves as both a policy setting entity and a fiscal agent, responsible for administering all federal, state, and private workforce development funding for the region, and specifically, for their subcontracted Career Centers. The Centers provide services to individuals looking for work or training, as well as to businesses looking to meet their workforce needs.

Headquartered in Cambridge, the Metro North REB has a lean staff of eight that generates, allocates and administers approximately \$10 million in federal, state and local grants annually for 20 communities north of Boston with a remarkable reputation and impact.

- Its career centers have served nearly 200,000 job seekers in its 15 year existence.
- Metro North REB was designated High Performing Workforce Investment Board in 2010, building regional workforce development capacity, closing the skills gap, developing the education / training infrastructure to increase opportunities for youth.
- Metro-North Career Centers have been recognized for their outstanding performance, being consistently ranked in the top 5% of Career Centers in the Commonwealth (out of 37) for best meeting the needs of its constituents in its population base of 700,000.
- The Career Centers placed an average of 4,500 individuals in jobs every year over the last five years, with an average hourly wage of \$21.
- The Centers serve as a hiring/training resource for over 1500 employers per year.

The role of the new Executive Director will be to increase the Metro-North REB's visibility in the marketplace, re-energize the organization, update the strategic plan and actively develop new initiatives and funding sources, complementing the organization's reliance on federal and state grants by developing strategic alliances with public and private sector partners.

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The Executive Director is responsible for the leadership of the organization, defining and articulating its vision and mission with a passion to insure its stewardship role of making a positive, measurable impact on the careers and well being of the individuals and companies it serves.

Much of the Executive Director's energy will be spent enhancing and building connections with a wide variety of constituents to strengthen Metro North's presence and exposure in the region. Strategic alliances and relationships with industry, state and local political leaders, public educational institutions and community organizations will be essential to increase the profile and effectiveness of the organization. Principal in the purview of the Executive Director will be developing new/alternative sources of funding to sustain the organization's mission.

The ideal candidate will have 10-15 years experience either running a Non Profit involved with the State and the Legislature or in a senior managerial leadership role for a quasi-public service organization. This organization could be involved in the public sector with services ranging from community outreach to human services, education or training. Workforce development experience, while ideal, is not a prerequisite.

What is imperative is knowledge of and comfort level with political, non-profit and business leader and the community at large, as well as an understanding of the workings of the public sector and an ability to advocate to state and federal leaders on behalf of the organization and the workforce development system.

This position may also represent a career change for an operating executive from the business world or from government, who has a demonstrated non-profit interest and passion and a strong record developing resources.

Since we are looking for the exceptional individual, the compensation package is competitive and attractive. Metro North REB especially encourages applications from qualified minority candidates. Please reply with a letter outlining your qualifications and a resume attached, in complete confidence to our search consultant at ED-MNREB@erisearch.net – no phone calls please.