

Position Title: Executive Director/CEO

Organization: MassHire Greater New Bedford Workforce Board

Location: New Bedford, MA

Application Deadline: Thursday, August 29, 2024

About MassHire Greater New Bedford Workforce Board: MassHire Greater New Bedford Workforce Board (MGNBWB) is a non-profit organization dedicated to developing a skilled workforce that meets the needs of employers, job seekers, and the community. Our mission is to promote economic growth and vitality through strategic partnerships, innovative programs, and effective workforce development initiatives.

Position Overview: The Executive Director/CEO is responsible for the overall leadership, strategic direction, and management of the MGNBWB. This role involves working closely with the Board of Directors, stakeholders, community partners, and staff to ensure the organization achieves its mission and goals. The Executive Director/CEO will play a pivotal role in driving workforce development initiatives, securing funding, and fostering collaborative partnerships.

Key Responsibilities:

- Provide visionary leadership and strategic direction to the organization.
- Develop and implement comprehensive workforce development strategies.
- Oversee the day-to-day operations, ensuring compliance with all relevant laws, regulations, and policies.
- Build and maintain strong relationships with key stakeholders, including government agencies, employers, educational institutions, community organizations, and current or potential funding institutes.
- Lead fundraising efforts, including grant writing and grantor engagement, to secure sustainable funding.
- Represent the organization at local, state, and national levels, advocating for workforce development policies and grant funding initiatives.
- Manage the organization's budget, ensuring financial stability and accountability.
- Supervise and mentor staff, fostering a positive and productive work environment.
- Monitor and evaluate program effectiveness, using data-driven insights to inform decision-making.
- Prepares, facilitates, and presents reports to standing committees and the Board of Directors, ensuring transparency and effective governance
- Ability to respond rapidly to changing workforce industry trends
- Administration, oversight, and management of grant awards, vendor contracts, and related reporting requirements

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New Bedford, MA 02740**

- Assist local businesses in obtaining workforce training funds and referrals to meet their service needs of the local region

Qualifications:

- Bachelor's Degree from an accredited college or university required (master's degree preferred)
- Five or more years of progressive leadership experience in workforce development, non-profit management, or a related field.
- Demonstrated understanding of MA workforce policies, practices, and systems
- Proven track record of successful fundraising and grant management.
- Strong understanding of workforce development trends, policies, and best practices.
- Excellent communication, negotiation, and interpersonal skills.
- Demonstrated ability to build and maintain strategic partnerships.
- Financial acumen, with experience in budget management and financial oversight.
- High level of integrity, accountability, and professionalism.
- Effective collaboration and facilitation skills

Preferred Attributes:

- Experience working with government agencies and understanding of public funding mechanisms.
- Familiarity with the local labor market and economic development landscape.
- Commitment to diversity, equity, and inclusion in the workplace and in program delivery.
- Ability to establish clear job duties, responsibilities, expectations and cross training among a complex organization
- Possesses skills such as teambuilding, communication, and problem solving

Compensation: Starting salary range of 107,320.34 to 124,413.69

How to Apply: Interested candidates should submit a resume, cover letter, and three professional references to Taylor@mhgnb.com by 5:00 PM on Thursday, August 29th, 2024. Please include "Executive Director/CEO Application - [Your Name]" in the subject line.

MassHire Greater New Bedford Workforce Board is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences.

Join us in making a difference in our community by leading initiatives that empower individuals and drive economic prosperity. We look forward to welcoming a dynamic and passionate Executive Director/CEO to our team.