



POSITION DESCRIPTION:

Executive Director, Massachusetts Commission on the Status of Women

REPORTS TO: Commission Chairwoman

State Bargaining Unit: Bargaining Unit: Managers (EXE), M7

Primary Location: 1 Ashburton St, Boston, MA

POSITION DESCRIPTION

The MCSW is a State-established body charged with reviewing the status of women in Massachusetts and offering recommendations regarding policy that would improve access to opportunities and equality. The Executive Director serves as the top executive of the Massachusetts Commission on the Status of Women (MCSW), and functions in a leadership, administration, and management role of the organization. The Executive Director directs, plans, and coordinates the implementation of programs and activities developed by the MCSW Commissioners and supervises all staff and interns.

The Executive Director works with the State Commissioners to set the vision, goals and objectives for the Commission in the context of the broader Regional Commissions and legislative landscape, and then sees to it that the collective goals are achieved. The position reports directly to the Chairwoman of the Commission; annual performance evaluations are conducted by the Executive Committee.

The purpose of the Commission is to advance women and girls toward full equity in all areas of life and to promote rights and opportunities for all women and girls. The mission of the Commission is to provide a permanent, effective voice for women and girls across Massachusetts. The Commission stands for fundamental freedoms, basic human rights and the full enjoyment of life for all women and girls throughout their lives. The Executive Director oversees the delivery of this mission.

The Commission represents and recognizes all women, regardless of their age, race, color, creed, abilities, socio-economic status, immigration status, sexual orientation, or gender identity at birth.

POSITION REQUIREMENTS

- MCSW is An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.
- 10 years of full-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management
- Bachelor's Degree, or equivalent experience
 - *Master's Degree in relevant field preferred, but not required.*
 - *Substantive knowledge and experience in the area of women's advancement preferred.*
- Eagerness to fully commit to, and demonstrated understanding of, work related to racial equity, diversity, and inclusion
- Demonstrated leadership abilities and personal characteristics for working effectively with diverse body of stakeholders
- Strong written and presentation skills
- Flexible visionary who is able to make decisions boldly
- Demonstrate initiative and perseverance when completing tasks

- Effective communicator, active listener and respectful people manager
- Strong planning, research, and organizational skills, and be able to research information affecting a broad range of substantive topics.
- Skilled in the areas of process improvement and strategic planning, systems dynamics and systems re-engineering.
- Exhibit effective cross-cultural communication skills
- Ability to manage conflict to move individuals and groups toward positive change
- Coaching and mentoring experience with the ability to empower and advocate.

PRIMARY FUNCTIONS

Program Planning and Management (35%)

- Direct implementation of Commission developed programs and policies. Develops goals and objectives, prepares and manages budgets, timetables, and other program components.
- Work with Commissioners to conduct educational and outreach activities.
- Advise elected officials, policy makers, and women across the state regarding the status of women and policy that would advance opportunities and equalities.
- Draft legislative recommendations and develop the Commission's legislative agenda.
- Work with Commissioners and partners to develop strategies to inform elected officials and policy makers and advance endorsed legislation.
- Serve as Commission representative and liaison at local, state, and national levels and may speak before partner organizations, civic groups, and legislative bodies.

Community and Public Relations (15%)

- Prepare an annual report detailing activities, accomplishments, findings, and recommendations for the administration, legislature, and the public.
- Plan and prepare Commission publications including website, reports, fact sheets, email communications, social media, informational and related materials to further the Commission's mandate and goals.
- Cultivate effective working relationships with state and national organizations that are leaders in policy research and advocacy for women's issues.
- Serve on public boards, committees, Commissions, coalitions related to women's issues.
- Foster strategic alliances among programs to contribute to overall growth of organization.

Personnel and Fiscal Resource Management (20%)

- Recruit, hire, and supervise a staff of approximately 5 FTEs and interns (10-15 annually). Ensure clear communications of expectations and provide regular feedback on work performance.
- Provide a leadership structure to ensure employees and interns are treated equitably and in compliance with organizational policies and state and federal requirements; establish procedures to ensure all administrative decisions necessary to the proper functioning of the Commission are made.
- Prepare for Commission approval, and manage, the Commission's budget, in collaboration with the Commissioners.
- Conduct fiscal planning or direct such to be completed, to include forecasting anticipated revenue, expenditures, and needs to ensure sound financial operations and no unexpected budget deficits.
- Procure services and resources to support the work of the Commission.
- Maintain appropriate financial records and reports, and provide monthly reporting detailing spending.

- Research, write and secure grant proposals and funding to sustain and grow the work of the Commission.

Commission Support and Administration (30%)

- Build, and maintain, a positive working relationships with 19 Commissioners, as individuals and as a group.
- Provide staffing and support for meetings of the full Commission, executive and standing committees (approx. 50 annually).
- Keep Commissioners informed about relevant legislative, social, and community trends. Serve as a resource for all standing committees.
- Review all publicity, advocacy initiatives, and other communications with Commission Chair and/or Commission.
- Coordinate with appointing authorities to encourage timely appointments and orient new Commissioners to ensure smooth transition.
- Guide strategic planning, resource and the allocation of funds for the Commission.

TO APPLY:

- All applicants should attach a cover letter and resume to their online submission for this position.
- Email cover letter and resume to Chairwoman Denella Clark, Denella.Clark@mass.gov

Official Title: Executive Director

Primary Location: United States-Massachusetts-Boston-1 Ashburton Place

Job: Administrative Services

Agency: Commission On the Status Of Women

Schedule: Full-time

Shift: Day

Job Posting: Jul 26, 2021, 9:57:24 AM

Number of Openings: 1

Salary: 90,000.00 - 127,000.00 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jill Ashton - 6176266525

Bargaining Unit: Non

Confidential: No

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

***MCSW is proud to be an equal opportunity employer and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.*

****MCSW embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible.*