

Northern Essex Community College



Northern Essex Community College - Full-Time Executive Director - Lawrence Partnership
Thank you for considering Northern Essex Community College in your search.

About Northern Essex Community College:

NECC serves about 5,000 credit students each semester on two campuses located in the beautiful, historic Merrimack Valley region of northeast Massachusetts. Our suburban Haverhill campus sits on 106 acres near Kenoza Lake, and features a Technology Center and an award-winning Student One-Stop Center. Our urban campus in Lawrence occupies a number of buildings in the heart of downtown. Most recently, we have constructed a new 44,000 square foot health technologies facility, the Dr. Ibrahim El-Hefni Allied Health & Technology Center. Both campuses are a short drive to Boston and to the beaches and state parks along the coast.

The college has been building an organizational culture that values initiative and innovation, and seeks to identify and develop the strengths in students, faculty, staff, and programs in order to grow and improve. NECC is also committed to using evidence to guide planning and decision-making. These values are reflected in the use of Appreciative Inquiry for strategic planning and accreditation; in our investment in strengths-based, institution-wide professional development; and in our ten-year involvement as a Leader College in Achieving the Dream, a national network of community colleges dedicated to using data to close student achievement gaps.

We are also committed to the recruitment and retention of a diverse workforce that reflects the communities we serve. With over 40% Hispanic students, NECC was the first federally recognized Hispanic Serving Institution (HSI) in New England.

We seek leaders who are committed to the community college mission, actively engaged in promoting diversity, and prepared to use their unique strengths and innovation with the goal of student success.

Job Description:

Full-Time Executive Director - Lawrence Partnership: Executive Director; 37.5 hours per week; Non-Unit Professional Position; Lawrence Campus

Summary: The Lawrence Partnership is a private-public sector collaboration focused on inclusive economic development and the quality of life in the Gateway City of Lawrence, Massachusetts.

The Partnership consists of a 30-member Board of Directors that includes representatives of area banks, mills, private businesses, non-profit organizations, educational institutions, city, and state government; as well as a growing network of individual and organizational supporters in the city.

The mantra for the Lawrence Partnership describes the organization's approach to its work: Ideas, Investment, Action.

As demonstrated by our 2020 Impact Report, the Partnership is making a positive difference in the city in the areas of workforce training, leadership development, small business growth, disaster recovery, and much more.

The successful candidate for the position of Executive Director of the Lawrence Partnership will bring a combination of knowledge, experiences, equity-mindedness, and drive that will enable us to generate ideas, secure investment, and take action to accomplish our vision and goals.

Category: Professional
 
 Department: Lawrence Partnership
 Locations: Lawrence, MA
 Posted: Mar 25, 2021
 Closes: Open Until Filled
 Type: Full-time
 Position ID: 129404



RESPONSIBILITIES:

Reporting to the Board of Directors, the Executive Director will be responsible for:

- Leading and/or participating in planning processes that identify Partnership initiatives.
- In collaboration with Partnership members and non-members, implementing selected initiatives.
- Soliciting investment in the Partnership and in Partnership initiatives from a variety of sources, including private contributions; foundation and corporate grants; and government support.
- Strategically expand the Partnership's membership and promote retention of members.
- Developing and nurturing relationships with each member and with elected and appointed representatives of local, state and federal agencies.
- Serving, together with the Chair of the Board, as the designated liaison between the Partnership, elected officials and their staffs, and the general public.
- Serving as the designated spokesperson with responsibility for interacting with the media and general public to ensure that the Partnership's message is delivered with accuracy and consistency.
- Promoting and disseminating the work of the Partnership through a variety of communication resources (e.g., newsletters, annual reports, social media, etc.)
- Serving as a Lawrence Partnership representative to selected city/area committees, task forces, boards, etc.
- Working in coordination with area chambers of commerce, government agencies, business groups, community service organizations, educational institutions, and any other organizations that are furthering the economic development and quality of life of the City of Lawrence.
- Overseeing budget development, managing the receipt and disbursement of funds, and participating in the preparation of all financial statements.
- Preparing for regular meetings with the Executive Committee, the Board of Directors, the Mayor, and others as needed.
- Hiring and supervising staff as needed.
- Managing all day-to-day operations of the organization.
- Other responsibilities as the position and organization may require.

Requirements:**MINIMUM QUALIFICATIONS:**

- Associate's Degree with an emphasis in business, public administration, community planning, economic development or related field
- Minimum of five years related economic development or related and directly transferable experience.
- Familiarity with federal, state, and local economic development programs, strategies, and funding sources.
- Excellent computer skills
- Excellent oral and written communication skills.
- Ability to work some evenings and weekends.

PREFERRED QUALIFICATIONS:

- Bachelors; Masters; Doctoral degree with an emphasis in business, public administration, community planning, economic development, or a related field.
- Experience in fundraising, special events, and working with and/or for a board of directors.
- Bilingual fluency - English/Spanish
- Experience working with and supporting a culturally diverse, urban population in a Hispanic-Serving Institution

Additional Information:

SALARY: This is a full-time position, with some evening and weekend commitments included. Anticipated starting salary is commensurate with experience, with complete fringe benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

ANTICIPATED START DATE: May 2021

Application Instructions:

TO APPLY: To be considered for this position you must submit a cover letter & resume online.

Northern Essex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave,

military service and national origin and any other protected class in its education programs and activities as required by Title IX of the Educational Amendments of 1972, the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. The following person has been designated to handle inquiries regarding Americans with Disabilities Act, the Rehabilitation Act and related statutes and regulations, Affirmative Action, non-discrimination policies, and Title IX compliance/sexual harassment: Assistant Director of Human Resources, Elizabete Trelegan B-219, 978-556-3928/ etrelegan@necc.mass.edu. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action Officer/Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Prospective employees are encouraged to review the College's Annual Security Report (ASR), in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which can be found on the disclosure page of the College's website at: <http://www.necc.mass.edu/clery>