



Massachusetts Association of
COMMUNITY COLLEGES



Position Search

Director

Massachusetts Association of Community Colleges

The Massachusetts Association of Community Colleges (MACC) represents the fifteen state funded community colleges and their local Boards of Trustees.

The MACC is an association whose sole purpose is to support and enhance the well being of community colleges across the state in service to students, community and the Commonwealth. The MACC does this through a variety of services.

A 15 member Council of Presidents (Council), that includes the President of each of the fifteen colleges, governs the MACC. Chairing of the Council will be rotated annually and selected by the College Presidents. The governance oversight will parallel that of the local BOT oversight of each college. The Council will create the appropriate and needed governance committees, examples of which include Personnel, Finance, Legislative, Labor, Communications, Academic, etc.

MACC staff provides the services and information that support the association's mission. Staff members are knowledgeable about issues ranging from appropriations and the community college funding formula to governance and educational policy. All staff members are passionate in support and advocacy of the Community College mission(s).

The MACC works closely with the state's key stakeholders including but not limited to the Legislative and Executive branches of Government, the BHE and DHE, the MCCTA, private organizations which include TBF, AIM, and key national partners such as the AACC, AACTA, ATD and the Chair Academy.

Mission Statement

The MACC mission is to advocate, communicate and collaborate in order to strengthen community colleges for the benefit of students, communities and The Commonwealth of Massachusetts.

Position Description

Director

The MACC Director is a collaborative and service oriented leader and manager who leads the Association's efforts on behalf of the 15 community colleges, fosters strong advocacy efforts, and provides excellent organizational, staff and fiscal management. In coordination with the Council Chair, she/he is the primary voice for Massachusetts's 15 community colleges on legislative and regulatory issues at the state and federal level.

Reporting to the Chair and the full Council of Presidents, the Director is responsible for the advocacy of the 15 Community Colleges of Massachusetts, the communication of the MACC strategic goals, the facilitation of all MACC activities in the achievement of those goals, the management of the MACC Office and Staff and all that is required to meet the mandates of the MACC Mission.

The MACC Council establishes policies and programs, and the Director is responsible for their implementation and administration, as well as the leadership and management of the staff and administrative operations.

Position Responsibilities

- Leads and Advocates on Behalf Community Colleges
 - Serves along with the Chair of the Council as the primary voice for MACC by advocating and coordinating with all key stakeholders advancing the MACC agenda. In harmony with the MACC Council and its Chair, the Director leads Association efforts for the community colleges on policy, state budget, and capital funding. Helps the MACC Council with organizational strategy to meet community college legislative goals. Works to enhance a culture of collaboration among all 15 colleges around common goals and the MACC agenda. Represents MACC agenda, as established by the Council to the media, the Massachusetts State Legislature, the Massachusetts Congressional delegation, the Massachusetts Governor's Office, state agencies and other associations/institutions to further the MACC agenda.
- Oversees MACC Staff, Operations, and Budget
 - Leads MACC by promoting a sustainable and positive work culture that supports the MACC staff in meeting Association goals and in their development as professionals. The Director delegates hiring activity as appropriate within the Office of Counsel. The Director determines and communicates performance expectations and responsibilities and conducts employee evaluations of all direct reports. The Director is ultimately responsible for all projects pursued by MACC staff. The Director develops and implements strategic plans and annually provides a plan to the MACC

Council to use for the Director's performance evaluation. The Director oversees MACC's finances and works with the MACC staff to develop the budget in order to meet the Association's needs and to provide the highest level of fiscal and operational integrity and transparency. The Director works closely with staff to ensure the Association follows established operations and fiscal policies and maintains best practices. The Director will also establish and maintain strong internal controls and procedures for financial operations and reporting; and assure that actual expenditures reflect MACC Council priorities as established in budgets and policies.

- Supports MACC Council and Leadership
 - Alongside the Chair, the Director facilitates the MACC Council meetings, retreats and committee work. Prepares for and assists Council Chair with meetings. Creates MACC reports. Ensures MACC bylaws and policies and procedures reflect best practices for Council and association governance and operations. The Director is accountable for carrying out MACC goals and expectations set by the MACC Council.
- Fosters Partnerships/Coalitions to Further Community College Interests
 - Acts, alongside the Council Chair as the primary community college voice and liaison to relevant state agencies and offices as well as boards and commissions. The Director is also responsible for effective coordination of advocacy efforts to such state-level administrative bodies. Works with and continues to develop relationships with students, business, and labor organizations, community college groups, the BHE/DHE, Governor's Office, and legislators, SUs, UMass, among others, to advance MACC's mission and goals.
- Serves as Key Spokesperson to the Media and External Organizations
 - In conjunction with and at the direction of the MACC Council chair, the Director serves as the chief spokesperson for the Association with the media as well as with college partners such as business, higher education organizations, labor, community organizations and the general public.

Knowledge, Skills and Abilities

Leadership

Minimum qualifications:

- At least 5-years work history demonstrating senior-level leadership and general management experience.
- Community College and/or Higher Education knowledge and background.
- Ability to work collaboratively and effectively with the MACC Council.
- Excellent communication and presentation skills and ability to act as spokesperson for the Association in multiple venues.

Preferred qualifications:

- Significant leadership experience in a collaborative environment.
- Senior-level experience in higher education or a related agency/association. Knowledge of state-level agency and regulatory processes preferred.
- Ability to conceptualize ideas and make decisions quickly and under pressure. Mental agility, flexibility, and entrepreneurial mindset.

Management

Minimum qualifications:

- Organizational management skills including strategic planning and budget management.
- Ability to read financial statements and develop organizational budget.
- Skill in team building, group leadership, and leading professional employees in the achievement of desired outcomes.
- Demonstrated ability in strategic planning both organizational and fiscal.
- Experience in promoting a culturally competent and diverse work environment.

Preferred qualifications:

- Experience of program planning and administration, coordination, and staff management.
- Ability to oversee concurrent planning and implementation, and establish and meet deadlines.

Policy/Advocacy

Minimum qualifications:

- Experience working with/understanding of legislative and regulatory processes. Demonstrated success with advocacy and communications in this area.
- Ability to balance diverse interests successfully in an ever changing environment.

Collaboration and Communication skills

Minimum qualifications:

- Excellent interpersonal skills and proven relationship management experience with a board of directors, with multiple and diverse internal/external constituencies and government policymakers.
- Skill in effectively interacting and communicating, both orally and in writing, with staff, management groups and other stakeholders, including experience in presenting to boards, commissions or legislature.

Education and Basic Skills

Minimum qualifications:

- Masters Degree in a related field
- Passionate commitment to the Community College Mission/Movement.
- Ability to travel, work evenings and weekends.
- Basic computer skills including proficiency in Word, Outlook, Excel.
- Good oral and written communication skills, good critical thinking skills and the ability to learn.

Preferred qualifications:

- Ph.D. or Ed.D.
- Knowledge of and/or ability to learn about the Mass Community College System as well as each of the 15 Community Colleges,
- Understanding of/ability to learn about the Massachusetts legislative process

Transferrable or Equivalent Skills

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you have strong written communication skills, a passion for advocacy and policy work, and proven leadership experience, we would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application.

Physical Requirements: In this position, the employee must have the ability to lift 10 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the responsibilities of the position, the employee is regularly required to sit, stand, walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch.

Other Requirements

The employee is required to travel throughout the state and accommodate evening and weekend schedules.

TO APPLY

Please submit the following material electronically to Dr. Valerie Roberson, President Roxbury Community College and Chair of the Council Of Presidents:

- A two-page cover letter outlining the knowledge and experience you bring to the position and why you are a good fit for this position.
- A response to the following three essay questions. Please limit each response to one page. 1. What do you see as the greatest challenges facing Massachusetts Community Colleges and describe how you would help the organization to meet those challenges. 2. Describe a time when you created agreement and shared purpose from a situation in which all parties originally differed in opinion, approach, and objectives. 3. Describe a management decision that brought about positive changes and how those changes improved the organization.
- A resume detailing relevant experience, work history, education and accomplishments.
- Three professional references may be requested later in the hiring process.

Closing date: January 25, 2019

Anticipated start date: April 1, 2019

Equal Employment Opportunity Commission (EEOC)

MACC is an equal opportunity employer that does not discriminate based on upon race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, age, disability, veteran status or other legally protected characteristics.