



**MASSACHUSETTS ASSOCIATION OF CONSERVATION COMMISSIONS
SEEKS
AN EXECUTIVE DIRECTOR**

ORGANIZATIONAL OVERVIEW

MACC is a membership-based non-profit, established in 1961, that protects Massachusetts' wetlands, open space, and biological diversity through environmental education, advocacy, and support of Massachusetts conservation commissions. It provides training and support for the more than 2,000 conservation commissioners throughout Massachusetts who administer the state Wetlands Protection Act in their communities and who plan for and manage open space and conservation lands. It advocates for science-based laws and regulations to protect natural resources.

MACC is governed by a 21-person board of directors. MACC's members include almost all of the 351 conservation commissions in Massachusetts, corporate members, and individual members. Its income is derived approximately one-third from conservation commission dues; one-third through earned income (*e.g.*, conferences, training programs; advertisements); and one-third from other membership dues, fundraising, and grants. MACC's office is in Belmont, MA.

MACC's signature event is its Annual Environmental Conference that attracts more than 700 people each year for a day of environmental workshops and training programs, an exhibit hall, a keynote address, and more. It also holds an annual Fall Conference, offers other environmental workshops throughout the year, and provides a certificate training program of eleven units, Fundamentals for Massachusetts Conservation Commissioners. It wrote and publishes *Protecting Wetlands and Open Space: MACC's Environmental Handbook for Massachusetts Conservation Commissioners*, the indispensable online resource for those serving on, working with, or appearing before conservation commissions, the *Massachusetts Runoff, Erosion & Sediment Control Field Guide*, and other resources. It provides a Helpline and other services to conservation commissions, and engages in legislative and administrative advocacy for laws, regulations, and policies related to natural resources protection.

EXECUTIVE DIRECTOR OVERVIEW

The Executive Director is the Chief Executive Officer of MACC, reports to the Board of Directors, and is responsible for achievement of MACC's mission and financial objectives; program planning, development and oversight; board and community relations; finances and fundraising; legislative and regulatory advocacy; and staff supervision. The Executive Director currently supervises two full-time and one part-time staff.

IDEAL EXECUTIVE DIRECTOR CANDIDATE

The ideal candidate will have an understanding of relevant Massachusetts environmental laws, regulations, and policy; successful experience in non-profit management, fundraising, and advocacy; experience managing staff and in related personnel matters; a passion for natural resources; and excellent presentation and writing skills. The candidate will have the experience and ability to develop and maintain good relations with MACC's board and staff, members, donors, and funders, and with external stakeholders and decision-makers. The candidate will have the experience and ability to work with the board, staff, and other stakeholders to develop and implement a strategic vision for the organization as well as ensure the success of its day-to-day operations.

EXECUTIVE DIRECTOR RESPONSIBILITIES

In program development and administration, the Executive Director will:

- Assure that the MACC has a strategic vision and direction to achieve its mission, and toward which it makes consistent and timely progress;
- Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff, and in implementing those plans;
- Ensure that official records and documents are maintained in compliance with federal, state and local regulations; and
- Maintain a working knowledge of significant developments and trends in the field.

In finance and development, the Executive Director will:

- Work with the staff and board to prepare an annual organization budget;
- Operate the organization within budget guidelines;
- Create and carry out an annual fundraising plan that will include obtaining grants, sponsorships, corporate and individual memberships, and donations; and
- Ensure that adequate funds are available for the organization to carry out its work.

In education and advocacy, the Executive Director will:

- Work with the staff and board to strengthen and expand the organization's educational and support programs and ensure those programs are effective and efficient;
- Oversee the organization's publications, make sure the Environmental Handbook remains current, and write for and help edit the Conservation Quarterly, eMACC's, and other organization publications;
- Provide direction for the organization's website and other social media;
- Work with the board and staff to maintain visibility of the organization and identify key legislative and regulatory issues for action;
- Serve as MACC's registered lobbyist, meet registration/reporting requirements; and engage with elected officials and agency personnel to achieve the organization's advocacy goals; and

- Foster and maintain relationships with key agency staff, legislators, and other environmental advocacy organizations.

In relations with staff, the Executive Director will:

- Be responsible for the recruitment, employment, and supervision of all personnel, both paid staff and volunteers, and maintain a climate that attracts and keeps staff and volunteers and motivates staff and volunteers to do excellent work;
- Evaluate staff performance regularly;
- Encourage the professional development of staff and volunteers; and
- Serve as the liaison between staff and the Board of Directors.

In relations with the Board of Directors, the Executive Director will:

- Work with the Board President and other Board members as appropriate to assure that the Board operates productively and carries out its responsibilities;
- Work with the Board to identify new opportunities for Board member participation; and
- Work with the Nominating Committee to identify potential new board members and members of the Nominating Committee for nomination and election.

Other responsibilities may be required as would be expected of the Executive Director of a non-profit organization of MACC's size and funding.

The Executive Director will be required to have a valid driver's license and access to a car because from time to time there will be meetings, workshops, conferences, and other events throughout the state that the Executive Director will attend.

The Executive Director will have experience with commonly used computer hardware and software (at a minimum, have proficiency with Microsoft Office), know when to contract for related services, and understand social media.

Some amount of physical activity is required, such as being able to lift and carry chairs and tables when necessary to set up workshop spaces, carry books and supplies, and participate in outdoor workshops, as well as sitting at a computer for extended periods of time.

ADDITIONAL INFORMATION AND APPLICATION PROCESS

The Executive Director position is full-time. Compensation is commensurate with experience and MACC's budget.

To apply, please submit a cover letter and resume by May 15, 2017, to staff@maccweb.org.