



Maverick Landing Community Services

Maverick Meeting House
31 Liverpool Street
East Boston, MA 02128
www.mlcsboston.org

Position Open:

Executive Director for Nonprofit Serving East Boston Housing Development

Overview of Maverick Landing Community Services

Maverick Landing Community Services (MLCS) was founded as a 501(c)(3) in 2007, with a mission “to improve the quality of life for everyone in our culturally diverse, predominantly low-income community through the provision and coordination of free, life-enhancing social services and community events.” Located in East Boston in recently redeveloped Maverick Landing, a 396-unit mixed-income housing development, MLCS provides job training and placement assistance, health and wellness programs, family support services, youth development and employment programs, ESOL classes and community events to its residents as well as to the surrounding community. These services and programs are designed to help the diverse group of Maverick Landing residents and their neighbors to achieve greater economic self-sufficiency and a higher quality of life. MLCS has a staff of six and an annual budget of just over \$500,000.

Overview of the Executive Director’s Responsibilities

The Executive Director is charged with overall management of programs and services for residents at Maverick Landing and with staff hiring and supervision. S/he is responsible for developing a holistic resident services program that responds to individual and family challenges, increases economic self-sufficiency of residents, develops programming for all ages, and promotes technology education in the Computer Learning Center. The Executive Director (ED) will have overall strategic and operational responsibility for MLCS staff, programs, expansion, and execution of its mission. Responsibilities include:

Staff Management

Lead, coach, develop, and retain MLCS team. Ensure effective systems to track progress and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

- Hires and fires staff
- Schedules staff to provide appropriate program coverage
- Supervises all staff and completes performance reviews

Program Supervision

- Serves as supervisor for all programs operated by MLCS
- Develops programs in response to resident needs; directs staff

Budgetary

- Responsibly manages and stewards MLCS's budget, in consultation with the Board
- Responsible for reporting to Board on financial status

Outreach and Resource Building

- Develops and implements an outreach strategy, in coordination with other service providers
- Establishes relationships with state, city and local resources
- Develops and sustains effective functional relationships with Trinity Management, Maverick Association of Residents (MAR), and other social service providers
- Responsible for coordinating activities of the partnering organizations and managing their interactions in the Community Center

Fundraising

- Leads in development and implementation of fundraising strategy
- Responsible for grant-writing to fund programs

Data Tracking and Reporting

- Oversees staff utilization of data management system
- Develops monthly report on services provided

Board Liaison

- Maintain working relationships and open communications/information exchange with MLCS's Board of Directors

Qualifications

The Executive Director will be thoroughly committed to MLCS's mission. We are looking for a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills. The Executive Director will ensure smooth program operations and also will bring an entrepreneurial vision that will grow our organization. All candidates should have proven leadership, coaching, and relationship management experience. Our ideal Executive Director will bring passion, idealism, integrity, and a positive attitude to this leadership role. S/he will hold a minimum of a bachelor's degree and will be able to lead the organization, respond to resident needs, develop appropriate programming, raise funds to sustain the organization into the future, and work well with the Board and community.

Required Qualifications and Attributes:

Concrete, demonstrable experience in:

- Designing, leading and managing quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, develop and manage high-performance teams, set and achieve strategic objectives, and manage a budget
- Ability to cultivate relationships with board members
- Strong written and verbal communication skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business and program planning
- Ability to work effectively in collaboration with diverse groups of people and to connect with youth and adults from MLCS and the community
- A responsible, self-directed leader and manager
- Respectful of and responsive to the community served by MLCS

Preferred:

- Advanced degree
- Prior experience as an Executive Director
- Previous management experience; track record of effectively leading a performance- and outcomes-based organization and staff
- Past success working with a Board of Directors
- Successful fundraising and grant writing track record
- Bilingual (preferably Spanish/English)

Reports to: MLCS Board of Directors

Salary: Competitive, commensurate with experience, with excellent benefits.

To Apply:

Please send cover letter, resume, and writing sample (preferably a sample grant proposal) by June 30, 2015, to:

Jean Weinberg
Search Consultant, Jean Weinberg Associates
jean@jeanweinberg.com

No phone calls please.



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