



Massachusetts Organization of Educational Collaboratives

Is seeking applications for the position of the

Executive Director

(0.6 FTE w/ flexible schedule and room to grow)

Position Description:

The Executive Director of the Massachusetts Organization of Educational Collaboratives (MOEC) serves as the executive officer of the MOEC Executive Board; builds and maintains internal and external relationships; recommends and participates in the formulation of new policies and makes decisions based upon existing policies as approved by the Executive Board; plans, organizes, directs, and coordinates programs and activities of the organization to assure that the mission and annual goals are attained and member needs are met; and demonstrates visionary leadership for a progressive organization.

Vision

MOEC is the statewide voice for Massachusetts Educational Collaboratives. MOEC will:

- Communicate internally and externally the purpose, expertise, and standards that are inherent among Collaboratives individually and regionally.
- Advocate with stakeholders, legislators, and policy makers about the capacity, efficiency, and quality that districts derive from Educational Collaboratives
- Educate executive directors in strategies to promote the advantages of the high quality services and programs that their economies-of-scale create

MOEC Executive Board

Catherine Cooper, President, SMEC
Cathy Lawson, Vice President, SEEM
Richard Murphy, Treasurer, FLLAC
Colleen Dolan, Secretary, EDCO
Cathy Cummins, Past President, AVC
William Diehl, Western Region, CES
Cindy Landanno, Central Region, CAPS
Liz McGonagle, Greater Boston Region, TEC
Chris Scott, North Region, Valley
Theresa Craig, South Region, READS

Selection Process and Timeline:

February 16th, 2018 - Opens
March 16th, 2018 - Closes
March 26th, 2018 - Interviews begin
April 9th, 2018 - Finalists interview
May 21st, 2018 - Appointment
July 1, 2018 - Position Starts

MAIL by 3/16/2018 to:

Catherine Cooper

Southeastern Massachusetts Educational Collaborative

25 Russells Mills Road

Dartmouth, MA 02748



Massachusetts Organization of Educational Collaboratives

Candidate Qualifications:

The successful candidate will have demonstrated leadership experience with a complex service organization and will possess the following political, leadership, managerial and personal characteristics:

- Demonstrated executive leadership
- Strong interpersonal, organizational and communication skills
- Astute understanding of the challenges and issues collaboratives face and a passion for their resolution
- Demonstrated visionary leadership
- Demonstrated knowledge of the political process at the regional, state and national levels
- Demonstrated capacity to manage and lead in a data driven environment
- Proficiency with the power and use of technology
- Demonstrated sound knowledge of budgeting and finance
- Understands the complexities of the model for collaboratives in MA as entrepreneurial quasi-governmental agencies
- A team player and team builder
- Ability to build strategic partnerships and networks to advance MOEC's priorities
- Experience with fundraising, grant writing, and grant implementation
- Demonstrated ability to plan strategically and implement plans
- Experience in coordinating, implementing, and directing professional learning activities
- Willingness to travel

Professional Qualifications

1. Advanced Graduate Degree in education or related field (Doctoral level preferred)
2. Demonstrated experience as a successful organizational leader at a collaborative (Education Service Agency), or district level

Application Process:

A letter of interest including:

- Personal experiences and preparation that match the qualifications for this position
- Reasons for interest in the position
- Comparison and contrast between this and your current position

A current resume

Three letters of reference

Three to five references who may be contacted immediately, including home and work phone numbers.

MAIL TO:

Catherine Cooper, SMEC, 25
Russells Mills Road, Dartmouth,
MA 02748

MOEC is a virtual organization; MOEC "Personnel" including the Executive Director are contractors. MOEC will offer a contract commensurate with the duties and responsibilities of the Executive Director and with flexibility in location of office.

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