



METROPOLITAN AREA PLANNING COUNCIL (MAPC)
invites applications for the position of:

Director of Equity and Culture

SALARY: \$100,000.00 - \$120,000.00 Annually

OPENING DATE: 04/08/21

CLOSING DATE: Continuous

DESCRIPTION:

The Metropolitan Area Planning Council (MAPC) seeks candidates for the position of Director of Equity & Culture. This is an exciting, new position with three primary responsibilities: 1) spearheading the agency's diversity, equity, and inclusion (DEI) work; 2) providing change leadership through the management of critical office-wide endeavors; and 3) playing a vital role in the day-to-day administration of the agency by overseeing its operations and human resources divisions.

The person in this position will help drive the agency's internal culture by creating the capacity and environment to implement change while also preserving the core values that make MAPC unique. The Director of Equity & Culture will develop and implement office-wide projects, special initiatives, and policies and procedures that support a dynamic, inclusive, and evolving organization.

This is a full-time role reporting to the Deputy Director and, like other Directors at MAPC, will be a key member of the agency's management team.

About MAPC

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our mission is to promote smart growth and regional collaboration. We are guided by MetroFuture: Making a Greater Boston Region, our regional policy plan for a more sustainable and equitable future, which was adopted in 2008. We are currently working on a successor regional plan, MetroCommon2050: Shaping the Region Together, which we expect to complete by mid-2021. MAPC's staff includes approximately 100 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office.

We encourage all staff to develop new ideas to make MAPC's planning and policy work more relevant and impactful, and to adapt to changing times. We strongly support the professional development of each and every staff person, believing their growth to be consistent with the best interests of MAPC and the region. For more information about MAPC, MetroFuture, and MetroCommon, please visit www.mapc.org.

EXAMPLES OF DUTIES:

- Diversity, Equity, and Inclusion (DEI): The Director of Equity & Culture will champion the work of the MAPC Equity Team by providing strategic leadership in the areas of diversity, inclusion, and equity; work closely with the Executive Director, Deputy Director, and all agency departments to help advance these values within the workplace; and remain current with DEI issues that may affect the agency.
- Special Projects/Change Management: The Director of Equity & Culture will create and implement office-wide projects related to the internal workings of the agency. Examples of

such projects may include: reopening the office after an extended remote work period, creating an agency compensation structure, managing a strategic planning process, and implementing agency-wide racial equity training.

- **Human Resources:** The Director of Equity & Culture will oversee the Human Resource Manager and Generalist. This team ensures the provision of high-quality benefits to employees; manages creation and fair application of effective personnel policies, updating policies as needed; and makes available management training and support for managers, including appropriate annual trainings and professional development opportunities for employees.
- **Operations:** The Director of Equity & Culture will oversee the Operations Division, including the Operations Manager, two full-time staff members, and an intern. This team manages MAPC office space and equipment; interacts with the landlord and neighbors in the Downtown Crossing area; is responsible for office security and protocols; runs robust internal meetings; and oversees the day-to-day management of the MAPC Council, Executive Committee, and Officers.
- **Legal and Finance:** The Director of Equity & Culture is expected to work closely and collaboratively with the agency's General Counsel and Director of Finance to ensure compliance with relevant federal, state, and local laws and regulations, and to ensure transparent and effective management of the agency's finances, respectively.

TYPICAL QUALIFICATIONS:

A Bachelor's degree in the same with at least seven years of strong operational or human resources experience or three years in a senior management role, or a Master's degree in business, public administration, non-profit management, or related field with at least five years of strong operational or human resources experience or one year in a senior management role.

Candidates must possess two or more of the following:

- Demonstrated experience advancing equity initiatives within a workplace.
- Proven success developing and implementing new management infrastructure, policies, and systems.
- Prior experience with general office management and/or human resources management.

The ideal candidate will also demonstrate:

- Clear commitment to diversity, equity, and inclusion.
- Strong project management skills.
- Experience in planning, implementation, and problem solving.
- Strong interpersonal skills and attention to detail.
- Commitment to MAPC's mission and values.
- Excellent verbal and written communication skills.
- Ability to work well with a diverse constituency.
- Flexible and adaptive work style.
- Ability to thrive in a fast-paced, entrepreneurial, mission-driven environment.
- High level of professional effectiveness, collaboration, integrity, optimism, and energy.

SUPPLEMENTAL INFORMATION:

Compensation and Benefits

The starting salary ranges from \$100K - \$120K annually, depending on qualifications and experience.

This is a full-time exempt position. MAPC offers excellent Massachusetts state employee benefits as well as a flexible, supportive, and family friendly work environment and a commitment to ongoing professional development. Our office is located in downtown Boston, in a transit-oriented and bicycle-friendly environment. We are currently working remotely during the COVID-19 pandemic but are expected to return to the office in early fall 2021.

How to apply

Apply online at www.mapc.org/jobs. The position is open until filled, and applications are reviewed on a rolling basis. Please read the qualifications carefully and apply only if you meet the minimum requirements. Interested candidates should submit a cover letter and resume. **If you are interviewed, you will be asked to submit 3 references plus a writing sample.**

Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. A Criminal Offenders Records Information (CORI) request must be completed if offered this position. However, a criminal record is not an automatic bar to employment but will be reviewed in relation to the job applied for.

MAPC is an EOE/AA employer.

MAPC takes pride in the diversity of its workforce and encourages all qualified persons to apply.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mapc.org>

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Position #DEC-OP-APR21
DIRECTOR OF EQUITY AND CULTURE
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