



*Smart Growth & Regional Collaboration*

## **DEPUTY EXECUTIVE DIRECTOR FOR PLANNING & SUSTAINABILITY**

The Metropolitan Area Planning Council (MAPC) seeks an experienced leader for the newly created position of Deputy Executive Director for Planning and Sustainability. The Deputy Executive Director will report directly to MAPC's Executive Director and will be a vital member of the four-person Executive Management Team.

This is a high-level management position supervising five Directors and their respective departments: Arts & Culture, Clean Energy, Environment, Land Use (including Housing and Economic Development), and Transportation. The Deputy Executive Director will oversee most of the agency's technical assistance programs encouraging smart growth and sustainable development in the 101 cities and towns of Metro Boston; work with municipalities, state agencies, and other stakeholders to implement our new regional plan, *MetroCommon2050*; and seek out and implement innovative programs for a post-COVID recovery that focuses on communities most impacted by the pandemic and recession.

This is an opportunity to work in a dynamic, interdisciplinary, and innovative environment with professionals who are committed to building a more sustainable and equitable future in Metro Boston.

### **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 *MetroCommon 2050: Shaping the Region Together*, our regional policy plan for a more sustainable and equitable future, which we adopted in November 2021 after a three-year planning process involving thousands of stakeholders.

MAPC is currently operating remotely, although some staff do come into the office from time to time. We anticipate the office will reopen fully when the metrics we are following indicate it is safe to do so. At that time, we expect that staff will be working on a hybrid schedule, combining time in the office with remote work.

MAPC encourages 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 staff person, believing their growth to be consistent with the best interests of MAPC and the region. For more information about MAPC and *MetroCommon2050*, please visit [www.mapc.org](http://www.mapc.org).

**Responsibilities (including but not limited to):**

- Serve as a key member of the Executive Management Team, which provides vision, strategic guidance, and direction for the agency.
- Position the agency as a trusted thought leader and partner in sustainable development, regional collaboration, advancing equity, and addressing climate change, as well as other important and emerging areas.
- Oversee planning and sustainable development services, which MAPC provides to individual cities and towns, groups of municipalities, state agencies, and other allies.
- Help to focus MAPC's work on the implementation of the new regional plan, *MetroCommon2050*, and on ensuring a sustainable and equitable recovery from the COVID-19 pandemic and recession, with an emphasis on supporting highly-impacted communities.
- Provide coaching and mentoring to direct reports where two-way communication is encouraged and trust is established; work with department Directors to develop annual work plans, review performance and compensation, and create an innovative, energized, and collaborative team.
- Build, strengthen, and maintain relationships with key stakeholders in the MAPC region, including but not limited to federal and state agencies, municipalities, professional planning associations, foundations, community organizations, the business community, and other relevant institutions.
- Work with Human Resources to hire, mentor, and supervise staff, and to create and implement a professional development strategy for the departments under the Deputy Executive Director's authority.
- Identify new sources of revenue and areas for collaboration throughout the region; select and implement projects that align with MAPC priorities; review and approve work plans, projects, grant applications, and routine administrative items, as appropriate.
- Represent MAPC at public events, coalitions, and in the media; participate in meetings of the MAPC Council, Executive Committee, and Officers

**Qualifications**

- Bachelor's Degree in planning, public policy, public administration, or other related field with at least 8 years of progressively responsible experience, including 4 years of employee management experience.
- Master's degree in related field may be substituted for 2 years of work experience.
- Recognized and active leader in their respective field, who maintains an established network of relationships in many of the following sectors: land use planning, mobility, climate and energy, environmental issues, sustainable development, advancing racial equity, and planning practice.
- Strong leadership skills, with an emphasis on innovation and motivation; demonstrated success in mentoring staff and managing diverse, cross-departmental teams.
- Experience in strategic planning, developing, and implementing new programs and projects, and generating new sources of revenue.

- Strong verbal/written and public communication skills, including experience working directly with state and local officials (both elected and appointed), the media, community groups, and advocacy organizations.
- Experience developing and managing budgets and addressing human resource issues.
- Demonstrated success in public processes, facilitation, and collaboration; success building coalitions, achieving consensus, and resolving disputes in complex public policy situations.
- Ability and interest in advancing equity internally and throughout Metro Boston, or a similar metro region, especially in housing, transportation, environmental justice, climate, and related issues.
- AICP certification or similar credential is preferred, but not essential.

Per MAPC Covid-19 Vaccine Policy, the selected candidate is required to be fully COVID-19 vaccinated by the agreed-upon start date.

### **Compensation and Benefits**

Starting salary ranges from \$130,000 to \$140,000, 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 location is in downtown Boston, in a transit-oriented and bicycle-friendly environment.

### **How to Apply**

Apply online at [www.mapc.org/jobs](http://www.mapc.org/jobs). The position is open until filled, and applications will be reviewed on a rolling basis. Interested candidates should submit a cover letter and resume. Candidates selected to interview will be asked to submit three (3) references plus a sample of relevant writing or work product. Candidates must have legal authorization to work in the USA.

A Criminal Offenders Records Information (CORI) request must be completed if offered this position. A criminal record is not an automatic bar to employment at MAPC, but it will be reviewed in light of the position and other elements of an applicant's resume.

MAPC participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States. MAPC participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States.

MAPC is an Equal Opportunity and Affirmative Action Employer. We believe that a staff with a range of perspectives, experiences, and skillsets strengthens our work. We are committed to building a more equitable workplace that allows staff with diverse backgrounds and identities to thrive, grow, and lead. For more information on MAPC's culture of equity, see our *Equity at MAPC* page.