

Executive Director Massachusetts Community & Banking Council

ORGANIZATIONAL OVERVIEW

The **Massachusetts Community and Banking Council** is currently recruiting a new Executive Director who will be charged with leading this growing nonprofit organization. This dynamic leader will lead efforts and collaborate with an engaged Board of Directors to carry out the MCBC mission of promoting community investment in underserved areas throughout the Commonwealth. While the organization is currently predominantly focused in greater Boston, there is an active growth plan in place to expand presence and impact. The Executive Director is expected to lead these efforts and drive the growth and visibility of the organization.

The Executive Director will have five key areas of focus:

- **Stakeholder Engagement:** MCBC plays a pivotal role in convening stakeholders from financial services institutions, community development organizations and governmental divisions. The organization creates discussion, debate and visibility of key issues impacting underserved communities and engages a broad range of stakeholders and thought leaders with the ultimate goal of furthering community investment and support.
- **Committee Oversight:** MCBC convenes two committees (economic development and mortgage lending) for interactive discussions around key topics relevant to communities throughout the Commonwealth. Each committee sets meetings and activities with the support of the Executive Director.
- **Research and Publications:** MCBC has long published highly-regarded and influential reports that analyze mortgage lending and economic development data annually and help identify critical areas of need and focus in our state. The Executive Director will play a critical role in working directly with the report developers and promoting the results through a variety of outlets including web, traditional media and social media.
- **Membership Engagement and Recruitment:** The Executive Director oversees the development of the MCBC membership for both nonprofit organizations and financial institutions. There is an annual membership drive with the focus of increasing member organizations and the regional diversity of participating groups.
- **Basic Banking Oversight:** MCBC's Basic Banking was first to market and promote bank products and services designed to expand access and availability to banking services for individuals from low and moderate households. There are currently 100 banks that participate in this program and provide customer friendly products that encourage banking relationships and expanded access. <http://mcbc.info/basic-banking/>

POSITION OVERVIEW

In alignment with MCBC's mission, strategic plan and values, the Executive Director will be charged with:

- Supporting the work of the MCBC Board of Directors and its working committees,
- Implementing MCBC's programs and activities, and
- Overseeing internal and external communication activities, Board governance, membership development, and organizational administration.

Program Responsibilities

Working with chairs of the Mortgage Lending Committee, the Economic Development Committee, and other committees, the Executive Director will play both a strategic and operational role. This will include:

- Helping develop annual goals for each committee;
- Helping select relevant topics and speakers for committee meetings;
- Scheduling and attending all committee and work group meetings, and preparing/distributing meeting notices, agendas and meeting minutes; and
- Recruiting and orienting new committee members.

The Executive Director will:

- Work with the committees and the Board to convene stakeholders and decision-makers in appropriate forums to educate them about pertinent banking and community development related issues, engaging them in dialog and jointly crafting recommendations and solutions. The Executive Director will serve as liaison to speakers and will handle event planning and related logistics.
- Serve as the public face of the organization, representing MCBC with various stakeholders and audiences, including local financial institutions, community-based organizations, industry groups, regulators, trade associations, public officials, and other organizational stakeholders.
- Oversee the operations and promotion of MCBC's Basic Banking program that addresses the needs of low or moderate income citizens who are unbanked or under-banked.
- Hire and oversee consultants responsible for preparing MCBC's annual research reports on mortgage and small business lending in Massachusetts.

Communications

The Executive Director will expand MCBC's internal and external communications, working with the Board to develop a communications plan that aligns with MCBC's strategic goals.

This will require the Executive Director to enhance communication with among member institutions in order to:

- Investigate virtual meeting technology options to increase committee participation;
- Expand knowledge and awareness of and support for MCBC, its achievements, and its issues/activities;
- Actively promote MCBC's accomplishments to financial institutions, community-based and industry organizations, and public officials;
- Leverage the MCBC website and increase its value to members by strengthening the content, providing new and updated information, including a new newsletter, reports, program activities, membership information, etc.;
- Promote the visibility and work of MCBC by thoughtful dissemination of reports, research findings, and news releases; and
- Oversee the work of a contracted website administrator.

Governance

The Executive Director will work in partnership with the Board Chair and the Executive Committee to carry out the organization's strategic plan and its annual activities. This will include:

- Helping plan and organize Board meetings that focus on substantive issues and strategies for helping MCBC achieve its mission and goals;

- Assisting the Nominating Committee with Board and committee member recruitment and selection; and
- Preparing and disseminating relevant information, updates, financial reports, etc. to the Board in advance of and during Board meetings.

Membership

In support of the strategic plan's goal to expand member engagement, the Executive Director will:

- Work with the Board to develop a comprehensive membership recruitment plan to provide sustained financial support for MCBC;
- Increase member involvement; and
- Oversee the annual membership renewal process.

Administration and Finance

As the only full-time staff person, the Executive Director will be responsible for ensuring that the organization fulfills all its financial and operational requirements, including:

- Managing MCBC's finances (bank deposits, paying bills, etc.);
- Working with outside accountants to prepare accurate and timely financial reports, tax filings, and annual reports; and
- Working with the Executive Committee to prepare and monitor the annual budget.

ORGANIZATIONAL LEADERSHIP

MCBC's Board of Directors is drawn from its membership and includes diverse financial institutions and community development organizations that provide strong leadership for MCBC and help shape its overall agenda and activities.

MCBC has ambitious goals for more fully leveraging the expertise, experience and contributions of its members to advance its mission. Additionally, the organization is currently engaged in a geographic diversity initiative to help expand the visibility and accessibility for the organization. MCBC seeks a part time (36 hours per week) Executive Director who can help MCBC achieve its ambitious agenda.

QUALIFICATIONS:

The successful candidate will present a record of leadership in the field with a minimum of 10 years' senior management experience in banking and/or community development. A Bachelor's degree is required; an MBA or other advanced degree is preferred.

As an organizational leader with high visibility, the position requires excellent interpersonal, written and oral communication skills, with the demonstrated ability to work with and communicate to diverse stakeholders and to provide leadership in a collaborative setting with diverse members representing diverse organizations and diverse goals. Because the Executive Director works as MCBC's sole employee, she/he will need to be a self-starter who brings an entrepreneurial leadership style and who is comfortable working her/his own.

WORKING CONDITIONS:

MCBC does not have a physical office, so this position offers a flexible work arrangement. The Executive Director works out of a home office and the organization provides a laptop (Mac Book Pro) and printer. The phone system is set up with a managed forwarding feature which can

forward to a preferred number. The Executive Director is expected to maintain all current and existing files/records in accordance with MCBC policies and procedures.

Salary for this position will be commensurate with experience. Benefits include a health insurance stipend, paid time off and a flexible work schedule.

TO APPLY:

Please send resume and cover letter to <mailto:admin@mcbc.info>. All resumes will be reviewed with top candidates being invited for a formal interview.

MCBC is an equal opportunity employer.

ABOUT MCBC:

Established in 1990, MCBC (www.mcbc.info) brings together community organizations and financial institutions to affect positive change in the availability of credit and financial services across Massachusetts by encouraging community investment in low and moderate income and underserved neighborhoods. Today, MCBC has over 30 institutional members and 150 active and engaged committee participants. The Executive Director is the sole employee of the organization.