



Position: Executive Director

Reports to, Department: Board of Directors

Position Type: Executive Leadership

Location: Type and/or Geography: In-person, New Haven, CT

Position Overview:

MATCH is seeking a mission-driven Executive Director to lead the organization through its next phase of growth and impact. The Executive Director is responsible for providing strategic, operational, financial, and community leadership in support of the organization's mission. The Executive Director oversees all aspects of organizational operations, workforce training programs, industry partnerships, fundraising, and staff leadership to ensure the successful delivery of high-quality technical manufacturing training, professional skills development, and workforce services. The Executive Director works collaboratively with the Board of Directors, staff, employers, educational institutions, community partners, and funders to provide and strengthen pathways into manufacturing careers.

This role requires a unique combination of leadership, manufacturing knowledge, operational experience, and the ability to connect authentically with individuals seeking a second chance, a first opportunity, or a new direction in life.

The ideal candidate understands manufacturing not just as an industry, but as a pathway to economic mobility and personal transformation. This individual should be equally comfortable on a manufacturing floor, in front of funders and public officials, and sitting across the table from a trainee navigating barriers to employment.

This may represent an "encore career" — a seasoned professional bringing decades of experience, perspective, relationships, and practical judgment to mission-driven work.

This is a hands-on leadership role best suited for someone motivated by impact, purpose, and building opportunity for others.

Organization Description:

Manufacturing and Technical Community Hub (MATCH) is a young and growing 501(c)(3) nonprofit founded with the idea that manufacturers are better suited to teach real-world manufacturing skills than academic institutions. MATCH serves two primary customers:

- Individuals 18-40 seeking opportunity, stability, and career pathways
- Employers seeking reliable, work-ready talent

MATCH's mission is to create pathways to self-sustainable life and career paths in manufacturing for individuals with barriers to gainful employment in greater New Haven. MATCH supports trainees in navigating barriers, developing professional and technical skills, and instilling confidence through transformational relationships, wraparound services, and training, resulting in successful entry into the manufacturing workforce.

In 2025, MATCH revised its theory of change to further clarify its mission, including intended program beneficiaries, outcomes and aligned programming, and organizational metrics.

Manufacturing And Technical Community Hub (MATCH)
20 Mill Street
New Haven CT 06513
475-336-2824
www.matchct.org



Competencies

- Experience partnering with engaged governing boards and helping boards clarify roles, responsibilities, and strategic priorities.
- Experience building, scaling, or significantly strengthening a young organization, business unit, nonprofit program, or entrepreneurial venture.
- Experience working with MATCH's target population, including familiarity with obstacles to obtaining employment.
- Significant professional leadership experience in manufacturing, workforce development, business operations, economic development, or related fields.
- Strong understanding of Connecticut's manufacturing ecosystem, including industry needs.
- Experience in strategic planning and implementation in a developing organization.
- Demonstrated ability to lead organizational change, establish priorities, and guide teams through periods of growth and transition.
- Demonstrated expertise in financial and strategic planning, operational and organizational leadership.
- Demonstrated strength in written and verbal communication as well as relationship-building skills across various stakeholder groups.
- Demonstrated ability to grow, lead, and develop diverse teams to achieve outcomes.
- Strong interpersonal skills and understanding or commitment to learning cultural competence and trauma-informed approaches.
- Commitment to equity, inclusion, and impact.
- Commitment to developing working knowledge of MATCH's manufacturing curriculum and program model.

Key Responsibilities:

Organizational Leadership

- Work closely with the Board of Directors to advance organizational sustainability and impact.
- Lead the strategic direction and growth of MATCH, including building out contract services and contract manufacturing.
- Build and strengthen organizational systems, policies, procedures, and management practices necessary for sustainable growth and operational excellence.
- Act as a liaison between staff and the Board, informing members of progress, and helping recruit new members.
- Partner with the Board to Directors to plan and support fundraising efforts, including donor cultivation and engagement.
- Prepare reports for the Board of Directors, funders, and key stakeholders.
- Ensure accurate documentation and reporting systems are maintained and utilize data to inform strategic planning and operational improvements.

Staff Performance Management and Development

- Set clear, unified expectations and goals across roles and create performance evaluation processes.

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- Establish performance management, accountability, and decision-making systems appropriate for a growing nonprofit organization.
- Manage and develop staff to enhance performance and program outcomes, fostering an outcome-driven culture.
- Recruit and hire staff, including developing job descriptions, interview processes, recruitment and onboarding processes.
- Create and manage personnel policies and procedures, including the creation of an employee handbook.
- Identify and coordinate requisite staff training for programmatic development and to maintain legal compliance.
- Create and maintain a mission-driven organizational culture and climate aligned with MATCH's values: accountability, compassion, and real-world results.
- Create a career pathway for staff.

Program Leadership and Workforce Development

- Oversee day-to-day operations, including facilities, equipment, and technology.
- Manage daily programmatic operations, including program development, implementation, and evaluation.
- Ensure programmatic alignment with manufacturing industry workforce needs and standards.
- Monitor program quality and outcomes and implement continuous improvement strategies, including curriculum refinement and development.
- Lead the programmatic design and operationalization of MATCH's theory of change.
- Ensure compliance with grant requirements, state and federal laws, and reporting standards.
- Track and report organizational performance metrics and participant outcomes.

Financial Management and Fund Development

- Plan and manage the financial health of the organization, including creation and management of a Board-approved budget and long-term sustainability of the organization.
- Ensure sound fiscal management and financial accountability.
- Lead fundraising efforts, including grants, public funding opportunities, donor cultivation, and community and corporate partnerships.
- Establish new and maintain existing relationships with funders and grant opportunities.
- Manage development resources, including human and financial.
- Manage grant administration, reporting, and compliance activities.

Community Engagement and Relations

- Represent MATCH externally across various events and stakeholder groups (i.e. political, community partners, manufacturing employers and industry stakeholders, etc.).
- Leverage deep understanding of Connecticut's manufacturing sector and workforce landscape to build strategic partnerships that expand employment pathways and trainee recruitment.
- Develop and maintain strong relationships with regional manufacturers and industry leaders, workforce boards, government agencies, schools, and community organizations.

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- Advocate for manufacturing workforce development and career pathway opportunities aligned with MATCH's target population.

Qualifications:

- Ideally, a minimum of 15 years of experience in manufacturing, workforce development, business operations, economic development, or related fields. Organizational design and development, including building, managing, and leading teams.
- Significant senior leadership or management experience, preferably within nonprofit, workforce development, education, or manufacturing sectors.
- Experience designing and successfully implementing new evidence-informed programs and/or businesses.
- Bachelor's degree in business administration, nonprofit management, workforce development, education, manufacturing, or a related field required; Master's degree preferred.
- Experience working with individuals facing barriers to employment, including young adults and adults who are impacted by the justice system and have experienced high levels of trauma.
- Excited by opportunity to be a part of an entrepreneurial team with a "roll-up-your-sleeves attitude".
- Outstanding interpersonal skills that build and foster healthy working relationships with a wide array of staff – junior, senior, for-profit, nonprofit, and from diverse backgrounds.
- Strong project management capabilities.
- Excellent administrative skills, including time management skills, attention to detail, and proficiency in Microsoft Office Suite.
- Willingness to travel locally and throughout the region with occasional travel outside the state.
- Occasional evening and weekend commitments may be required.

Compensation

This role offers a competitive salary and flexibility to support your professional and personal life.

Equal Opportunity Statement

MATCH is an equal opportunity employer and is committed to creating an inclusive environment for all employees and participants.

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