



# **NORTH CENTRAL WORKFORCE BOARD**

100 Erdman Way  
Leominster, MA 01453  
978.534.1023

## **Job Title: Executive Director**

**Reports To:** Board of Directors

**Location:** Leominster, MA (serving the North Central Massachusetts region)

**Employment Type:** Full-Time, Exempt.

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### **Position Summary:**

The Executive Director of the MassHire North Central Workforce Board (MNCWB) serves as the chief executive leader responsible for implementing the organization's mission, strategic goals, and workforce development initiatives. This position provides visionary leadership to advance the economic well-being of the region through partnerships with employers, educators, service providers, and local/state government agencies. The Executive Director ensures alignment with the Workforce Innovation and Opportunity Act (WIOA) and Commonwealth of Massachusetts workforce policies.

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### **Key Responsibilities:**

#### **Strategic Leadership & Planning**

- Lead the development and execution of a regional workforce development strategy aligned with WIOA and the Board's four-year strategic plan.
- Identify and respond to current and emerging labor market trends to support a skilled workforce pipeline across key industries.

#### **Organizational Management**

- Oversee daily operations, including staff supervision, program management, and operational planning.
- Develop and manage the annual budget and ensure compliance with federal, state, and local funding regulations.
- Ensure performance metrics and deliverables are met across all funded programs and initiatives.

## **Board Engagement & Governance**

- Serve as the primary liaison to the Board of Directors, providing timely updates, strategic recommendations, and support for effective governance.
- Facilitate regular board and committee meetings and ensure compliance with open meeting laws and policies.

## **Partnership Development**

- Cultivate strong partnerships with local employers, career centers, educational institutions, community-based organizations, and government agencies.
- Represent MNCWB in regional, state, and national workforce development forums and networks.

## **Grants & Compliance**

- Lead the development and submission of grant proposals to secure additional funding and resources.
- Ensure compliance with all federal and state reporting requirements, monitoring, audits, and evaluations.

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## **Qualifications:**

- Bachelor's degree in Public Administration, Business, Workforce Development, or related field (Master's preferred).
- Minimum of 8 years of progressively responsible leadership experience, preferably in workforce development, economic development, nonprofit, or public sector management.
- Demonstrated knowledge of WIOA, labor market systems, and regional workforce strategies.
- Proven success in strategic planning, fiscal management, and staff leadership.
- Excellent interpersonal, communication, and public speaking skills.
- Experience working with boards, elected officials, and cross-sector stakeholders.
- Commitment to diversity, equity, and inclusion.

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## **Work Environment & Travel:**

- Based in Leominster, with regular in-region travel to meetings and events.
- Occasional statewide and national travel for conferences, training, or representation.

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## **Salary and Benefits**

**Full time 37.5 hours Monday through Friday 8:00 am to 4:00 pm. Benefits include: Harvard Pilgrim health/dental, 4 weeks paid vacation. 401K with 3% company match, 2 personal days, sick time accrual**

## **Application Process:**

To apply, please submit a cover letter and résumé to:

Christine Cordio- [cordioc@clinton.k12.ma.us](mailto:cordioc@clinton.k12.ma.us)

Position open until filled. Priority given to applications received by August 29<sup>th</sup>, 2025