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**Executive Director  
Position Announcement**

**Application deadline:** November 30, 2023

**Hours:** Full time equivalent (FTE) with significant flexibility

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**MASOC** is conducting a search for an Executive Director. This is a mostly-remote position with occasional in-person meetings required in the Boston area. Interested candidates should submit a cover letter and resume by November 30, 2023 to **Joan Tabachnick** [info@masoc.net](mailto:info@masoc.net), Executive Director, MASOC, 201 East St, Easthampton, MA, United States, 01027.

**Specific Responsibilities:** The Executive Director of MASOC is responsible for reporting to the Board of Directors and oversees the effectiveness of the day-to-day operations and long-term operations of MASOC including development and fundraising, program implementation, finances, communication, collaborative relations, policy, and strategic planning.

*Working Partnership with Board of Directors:*

- Builds and maintains an open and transparent working relationship with the board.
- Ensures a cooperative strategic planning process to maintain the vision and mission of the organization.
- Works closely with committee chairs to keep all board members engaged and focused, maximizing their talents and resources.
- Helps identify and recruit diverse members to the board and committees.
- Supports board committees and task forces.
- Facilitates ongoing board exchange and education regarding changes in the field and other critical policy changes that may impact the organization.

*Program Implementation:*

- Creates and manages the organization's events including conferences, online learning, committee meetings, etc.
- Coordinates tasks with partners (e.g., WJC, MATSA) and oversees specific functions (e.g., website registration, graphic design, etc.) for all online and in person events.
- Manages projects as they are funded and deliver content or identify key consultants to support, such as: focus groups with educators; PSB curriculum development; creating a MA resource list of PSB providers; facilitating quarterly case consultations. and other work as needed.

*Public Relations & Visibility:*

- Develops strategic relationships with external stakeholders and funders.
- Participates in coalitions and partnerships as appropriate.

- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger presence in Massachusetts.
- Ensures production of and regular distribution of the MASOC newsletter and other membership communications.
- Seeks opportunities to promote policy papers, tools, etc.
- Coordinates communication with other organizations (including the annual conference with MATSA, the lunch and learn series with MACA, etc.).

*Administration:*

- Maintain the MASOC website and listserv.
- Participates in strategic planning and presides over meetings as needed.

*Fiscal management:*

- Supports the Treasurer in the oversight of budgets and fiscal management.
- Works with the Treasurer and President of the Board to ensure compliance with state and federal regulations, tax, and funder requirements.
- Ensure timely and up-to-date financial information is provided to the Board.
- Works with the Treasurer to develop the annual budget.

*Development and Fundraising:*

- Send out year-end fundraising appeal.
- Send out regular updates to the current donors and membership.
- Identify grant and funding opportunities.
- Work with the development consultant to draft and submit grant proposals.

*Qualifications and Core Competencies:*

- Experience in program planning, oversight, and evaluation.
- Ability to prioritize and work independently - Self-direction for continuous improvement and ongoing learning.
- Excellent interpersonal communication skills, written and spoken.
- Strong time management and organizational skills.
- Strong teamwork skills.
- Demonstrated understanding of anti-racist, anti-oppression policies, and practices.
- Knowledge or experience delivering training and networking services in a web-based environment.
- Knowledge of Massachusetts policies and laws.
- Fluency in a second language an asset.
- Bachelor's degree in a related field, Master's degree preferred.
- Three to five years of related experience required, leadership experience preferred.

Salary Range: \$80-95,000 plus benefits

*MASOC is an equal opportunity/affirmative action employer, committed to core values of inclusion, empowerment, and social justice. We actively encourage applicants who represent the broadest range of cultural, ethnic, and economic diversity.*

*Research suggests that qualified women, Black, indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage*

*individuals who believe they have the skills necessary to thrive in this position to apply for this role.*

**Background:** MASOC's mission is to ensure that children and adolescents who engage in problematic sexual behaviors can live healthy, safe, and productive lives. Since 1986, MASOC has provided education and training services to professionals; educated legislators on emerging issues; and coordinated efforts with other disciplines to address this population.