Job Title: Executive Director

Mission

BEST's mission is to provide individuals with the education, skills and training to excel in the hospitality industry and in their personal lives. We do this through a variety of services that include job-specific skills training programs and access to educational courses (ESOL, computers, skills certifications) supported by career and academic coaching. BEST's partnerships include its primary funder and partner UNITE HERE Local 26, participating employers, public and private funders, and community organizations.

Job Summary

BEST is a workforce development nonprofit focused on the well-paid sector of Boston's hospitality industry. BEST contracted its operations and staffing to adjust to the impact of Covid-19 on the hospitality industry. Now we seek a permanent ED to rebuild BEST as the industry rebounds. The position will be subject to a six-month probationary period following the Executive Director's start date.

Responsibilities

- Identify the needs of Local 26 members and the current employment landscape to set strategic direction for BEST.
- Responsible for the financial health of the organization, including securing funds, delivering results, signing contracts, and developing annual budgets. Ensure that contractual obligations are fulfilled. Allocate resources for greater program effectiveness and efficiency.
- Responsible for supervision of all assigned department and sub-department staff as well as outside payroll and financial services contractors.
- Identify potential funding opportunities; produce grant proposals and reports. Facilitate conceptualization, task assignment, narrative writing, budgetary

justifications, and review of proposals according to policies of funding organizations.

- Serve as liaison with public and private funders, government officials, non-profit partners, UNITE HERE Local 26, GBHE labor/management trustees, hotel and hospital employers and others.
- Responsible for all branding, messaging, and social media content for BEST, including those on LinkedIn, Twitter, Facebook, and company website.
- Responsible for providing information, advice, and counsel to the President of the BEST Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of the organization.
- Responsible for support of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Promote racial equity, cultural competence, and emotional intelligence as the guiding principles of the organization.

Qualifications

The Executive Director will be thoroughly committed to BEST Hospitality Training's mission. All candidates should have proven leadership, grant procurement and management, and relationship management experience.

Specific requirements may include:

- Strong financial skills and experience to understand, develop, and manage the organization's annual budget and finances.
- Labor union, labor/management, industry and workforce development experience a plus.
- Track record of effectively raising grant funding and leading a performance and outcomes-based organization.
- Strong cultural competency principles, understanding of intersectionality of race, gender identity, socio-economic background, religion, language, citizenship, and sexual orientation.
- Experience and knowledge of business principles and organizational management with the ability to set and achieve strategic objectives.
- Experience working with a Board of Directors and ability to cultivate existing and new board member relationships.

- Experience sourcing, applying for, negotiating, reporting on, and raising grant funding.
- Strong public relations experience with the ability to engage a wide range of stakeholders in varied formats.
- Strong written and verbal communication skills; with excellent interpersonal and multidisciplinary project skills.
- Proficiency in Microsoft applications, database software, and social media.
- Work will be performed remotely and in-person in Medford and Boston's Seaport.
- Ability to travel to off-site locations, occasional evening meetings required.

Salary:

$115K+/year depending on experience. Plus comprehensive, employer-paid benefits.

To apply:

Send resume and cover letter to BEST Interim Executive Director Joan Abbot at jabbot@BESThtc.org