OLD COLONY PLANNING COUNCIL

Iolando Spinola, *President* | Mary Waldron, *Executive Director*

(508) 583-1833 | 70 School Street Brockton, MA 02301 | www.oldcolonyplanning.org

Job Title: Executive Director

Old Colony Planning Council (OCPC) seeks an Executive Director with a strong background in management, communications, public policy development, planning, and advocacy who can facilitate consensus and proactive decision-making between and among the region's public, private, nonprofit and civic sectors.

About OCPC and The Organization

For information about Old Colony Planning Council, located at 70 School Street, Brockton MA, and our organization please visit our website: Home - Old Colony Planning

Position Summary

The Executive Director is responsible for the management of the organization, including its staff, work programs, activities, contracts, and finances. This position includes planning and regulatory functions, staff direction and oversight, budgeting and financial management, as well as external relations and communications with public entities, the media, public and private sector leaders, as well as the public.

The Executive Director provides leadership and coordinates Council activities and initiatives and provides professional advice to the Council Board (Delegates and Alternates) in the development and implementation of policies, goals, action strategies, regulations and other applicable statutory requirements.

Education and Experience

Should include any equivalent combination of experience and education that would provide the required knowledge, experience and abilities that can be deemed qualifying. Candidates should have at least 15 years of increasingly responsible supervisory and management experience in the public or private sector. Public sector experience at the local, state, and/or regional level is highly desirable. Position requires a minimum bachelor's degree from a college or university in planning, public administration or other related fields, while a master's degree is preferred.

Qualifications

- Strong leadership and interpersonal communication skills.
- Strong oral, written, and organizational skills and abilities are required.
- Strong understanding of public finance and accounting principles are required, as are measures of agency performance and public accountability and transparency.
- Attendance at regular and special meetings of the Council or committees of the Council.
- Ability to develop and maintain excellent public relations throughout the region. This may include press releases, correspondence, and meetings with local public officials, boards, commissions, and/or agencies.
- Demonstrated success in writing, securing, and managing grant awards is desirable.
- Extensive knowledge of the principles and practices applied in regional planning and governance.
- Extensive knowledge of the principles and practices of public administration, especially in the context of local government, inclusive of intergovernmental relationships and arrangements between local government and state and federal levels.
- Knowledge of planning areas such as land use; transportation; community and economic development; housing; environmental protection; older adult services; climate change adaption/mitigation; shared municipal and regional services; geographic information system services; and elder service networks, etc.
- Knowledge of principles and practices of public finance, budget development, management, and accounting.
- Knowledge of personnel management policies, practices and applicable federal and state regulations.
- Knowledge of laws, legislative initiatives and regulations which affect municipal, state, and regional governance and decision making, including demonstrated expertise in municipal, state, and/or regional agency structure and operations.
- Possession of a valid driver's license and ability to travel throughout the region, as well as out-of-state on occasions.

Salary and Benefits

The OCPC offers a competitive compensation package. The Executive Director's annual salary range will be between $145,000 to $165,000, based on qualifications and experience.

Examples of benefits include health, dental and vision insurance, 12 paid holidays, 15 paid sick days, 4 weeks of paid vacation annually, and participation in the State's Retirement System and Group Insurance Commission (GIC).

Equal Opportunity Employer

Old Colony Planning Council is an equal opportunity employer. We are committed to providing equal employment opportunities to all qualified applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by applicable law.

To Apply

Submit via email, on or before 5:00 pm (EST) on Friday, September 11, 2026, a cover letter, resume, and at least three (3) writing samples to: ocpcsearchcommittee@gmail.com