



**Job Opportunity**  
**Executive Vice President**  
**A Better City**  
**Boston, MA**

December 2018

### **Organizational Overview**

Born out of the need to engage the business community during construction of Boston's "Big Dig" in the late 1980s, **A Better City** (ABC) has emerged as a diverse group of business leaders united around a common goal — to enhance Boston and the region's economic health, competitiveness, vibrancy, sustainability and quality of life. With 130 members from businesses and major institutions across multiple sectors, ABC operates between the private and public sectors leveraging technical expertise and research capabilities to shape key policies, projects and initiatives. By amplifying the voice of the business community through collaboration and consensus across a broad range of stakeholders, A Better City develops solutions and influences policy in three critical areas central to the Boston region's economic competitiveness and growth — transportation and related infrastructure, land use and development, and environment and energy.

In 2015, ABC undertook a strategic planning process designed to build on its successes addressing Big Dig-related transportation and infrastructure issues and to expand its portfolio to support Greater Boston's economic growth and sustainability. Out of that plan came an ambitious commitment to expand ABC's focus and to integrate transportation issues with cutting-edge environmental issues related to climate, resiliency and land use, as evidenced by ABC's leadership on:

- The Go Boston 2030 Transportation Master Plan
- The A Better City Transportation Management Associations
- The Green Ribbon Commission's Commercial Real Estate Working Group
- The Global Warming Solutions Act Implementation Advisory Committee
- The Sustainable Buildings Initiative, and
- The Greenway Business Improvement District.

ABC continues to play an active research and advisory role, having prepared highly regarded reports on energy storage opportunities for commercial buildings; the economic benefits of transit investment; the commercial net zero energy building market; and voluntary resilience standards for commercial facilities to name a few.

Located in Boston's Financial District, A Better City has been led by President and CEO Richard Dimino since 1995. He currently oversees a staff of 11 and a budget of \$2 million. Additional information about A Better City is available at [www.abettercity.org](http://www.abettercity.org).

## **Position Overview**

Building on the strategic plan and a more recent self-study, ABC is now positioning itself for its next stage of growth. This next stage will enable ABC to better serve its growing member base and support the business community as it responds to the pressing sustainability and economic issues facing Greater Boston. In response to these challenges, ABC has committed to securing new resources to address climate, resiliency and energy issues that will impact the business and commercial real estate sectors in Greater Boston.

To that end, ABC has created the new position of **Executive Vice President (EVP)**. Reporting to the President and CEO, the EVP will play a pivotal role in support of organizational growth, day-to-day management, and the fostering of a collaborative organizational culture. The EVP will provide strategic and operational leadership necessary to effect ABC's broader vision.

The EVP will have two equally important functions:

- Serving as chief operating officer with responsibility for the success of all internally facing functions (*administration, communications, finance, fundraising, grantwriting, HR, IT and membership*); and
- Serving as chief program officer with responsibility for coordinating, integrating and managing ABC's multiple programs and initiatives. The EVP is charged with being a thought leader and with modeling an entrepreneurial mindset in the development of revenue-generating programs and initiatives.

## **Position Responsibilities**

### **Management & Governance:**

- Work in partnership with the President/CEO and the ABC Board of Directors to set short- and long-term strategic plans and goals for the organization.
- Assist the President/CEO with the planning and successful execution of board meetings.
- Provide daily oversight on ABC's daily operations, ensuring the smooth flow of systems, programs and information, so that internal functions and departments align with organizational strategy and priorities.
- Supervise (hire, support/coach, evaluate) the Director of Administration & Finance, the Director of Transportation, the Director of Climate, Energy & Resilience, and the Land Use Project Director. (In addition, the self-study calls for the creation of a new Director of External Relations & Strategic Advancement to be filled in the years ahead.)
- Serve as a member of senior leadership, and serve as head of the organization in the President/CEO's absence.
- Plan and coordinate regular staff meetings that promote collaboration, coordination, internal communication and information-sharing.

### **Program:**

- Provide programmatic thought leadership and holistically oversee and align the organization's portfolio of initiatives and activities, including planning, program implementation, quality management, program budgeting, data collection/analysis, program evaluation and grantwriting.
- Work with the newly created Director of Climate, Energy & Resilience to develop a program agenda related to sustainable buildings and fostering climate resilience initiatives in the commercial real estate sector.
- Apply an entrepreneurial mindset in developing revenue strategies from new/current programs.
- Identify new areas for ABC to better serve its members through existing and future programming.

### **Administration:**

- Ensure the successful operation of all administrative functions (*administration, communications, finance, fundraising, grantwriting, HR, IT and membership*).
- Ensure legal compliance, best practices and organizational effectiveness are in effect.
- Provide overall staff leadership, fostering a positive work environment; promoting an organizational culture that encourages a commitment to quality, innovative thinking, and personal/professional growth; and overseeing strategic and/or sensitive HR-related activity.
- Review and approve recommendations on hiring/firing, changes in policy, budget variances, and major purchases.

### **Fundraising/Marketing:**

- Work collaboratively with the President/CEO and the Director of External Relations & Strategic Advancement to develop a comprehensive earned/unearned revenue strategy that underwrites the work of the organization.
- Coordinate the grants management process to ensure that compelling and thoughtful grants are submitted in a timely fashion; that project directors prepare funder reports and updates as needed; and that key staff foster effective relationships with current and potential funders.
- Work collaboratively with the President/CEO and the Director of External Relations & Strategic Advancement to ensure that multiple stakeholder groups (*ABC members, other Boston area businesses, city/state government officials, the media, etc.*) are informed about and engaged with the work of ABC).

### **Position Qualifications:**

The EVP will bring an impressive portfolio of experience that spans both the management and environmental sectors. This hybrid experience can be a blend of professional and volunteer (i.e. board) experience.

The successful candidate will present the following:

- 7-15 years' senior level management experience, preferably in the nonprofit/environmental sector, playing a thought leader role in collaboration with senior staff and/or the board of directors.
- In-depth knowledge of environmental/energy issues.
- Successful track record developing and executing strategic planning initiatives.
- Experience overseeing finance, human resources, and IT functions strongly preferred.
- Staff and/or board experience engaging with sustainable buildings, climate/resiliency issues, and/or energy issues strongly preferred.
- An impressive track record in quality management, and implementing process improvement, change leadership and change management.
- Excellent management, project management and analytical skills.
- The ability to relate effectively to a broad range of internal and external stakeholders, including ABC staff and board, members of the business community, funders, and government officials.
- An MBA is strongly preferred.
- An undergraduate or graduate degree in environmental science or related field is helpful.

## **Salary and Benefits:**

A Better City offers a competitive salary and a robust benefits package that includes:

- Health insurance (*60% employer paid for individual or family plan*)
- Dental insurance (*60% employer paid for individual or family plan*)
- 401k retirement plan with \$2,500/year employer match
- Employer-paid life insurance, short-term disability and long-term disability insurance
- 15 days/year vacation
- 10 days/year sick leave
- 13 holidays/year
- 2 days/year personal leave

## **Application Process:**

Interested candidates are invited to apply by sending a resume and cover letter to [Careers@abettercity.org](mailto:Careers@abettercity.org).

Your cover letter should detail how your professional experiences and expertise are relevant to this position.

Resumes will be reviewed on a rolling basis. Applicants are strongly encouraged to submit their resumes immediately, and no later than Monday, January 7, 2019.

*ABC is an equal opportunity employer.*