



MASSACHUSETTS CHEMISTRY AND TECHNOLOGY ALLIANCE JOB POSTING

Job Title: Executive Director

About MCTA:

MCTA is a member-supported organization whose ranks include the manufacturers, distributors, and users of chemicals as well as affiliated professionals and organizations. We are the voice of Massachusetts industry with state lawmakers, regulators and the Administration. We advocate for our members on a wide range of issues. including those related to chemistry and products, environmental, energy or public health matters, workforce, and others

Through our member outreach, MCTA keeps its members informed about federal or other state issues that are important to their operations here. MCTA keeps members informed about the issues that affect them on a state and the national level and advocates for their interests with legislators, regulators and members of the Administration.

Job Description:

The Executive Director works for an elected Board of Directors and is the administrator and face of the organization. The Executive Director is responsible for:

- **Advocacy:** The Executive Director will work with MCTA's Legislative and Regulatory Advisor to:
 - Identify and track legislation and regulations that affect our members;
 - Prepare and review testimony and comments
 - Attend hearings and meetings of the Legislature and regulatory agencies and provide public testimony or public comment when appropriate.
 - Maintain relationships with legislators and regulators and meet regularly to discuss pending or proposed legislation and regulations.
 - Act as MCTA representative on any task forces related to our mission.

- **Membership:** MCTA is a member-supported organization and the Executive Director will:
 - Maintain existing membership base through outreach, meetings, and communication;
 - Maintain a database of current members/contacts and send annual membership renewals in a timely fashion;
 - Identify and recruit new members;
 - Develop effective strategy for retaining existing members and recruiting new members.
 - Involve existing members in new member recruitment and retention.

- **Events:** MCTA sponsors events and virtual briefings throughout the year. The Executive Director, working with the Programming Committee, is responsible for scheduling, planning, identifying speakers, securing a location, marketing and registration. Events include:
 - Strategy sessions and legislative/regulatory briefings on an as-needed basis. Collaborate with state and federal partners when appropriate.
 - A minimum of two educational programs a year. Preference is for one in-person or hybrid. Secure pre-approval for continuing education credits or contact hours where appropriate.
 - Annual Meeting (November)
 - Golf Tournament (September)

- **Communication, Outreach & Mobilization:** The Executive Director is responsible for keeping informed of issues that affect members and engage and mobilize them as necessary. Responsibilities include:

- Drafting and circulating advisories, updates and program notices on an ongoing basis;
- Mobilize members on issues that will affect them as necessary and coordinate member involvement through meetings, legislative visits and letter writing;
- Prepare position papers, op-eds, letters to editors, interact with press or similar public outreach as necessary.
- Maintain and update MCTA's website.
- Administration: MCTA is a 501 (c) 8 tax-exempt organization and performs lobbying activities in the Commonwealth of Massachusetts. It is governed by a set of bylaws. The Executive Director reports to the Board of Directors. The Executive Director will:
 - Keep the Chair of the Executive Committee, the Executive Committee, and the Board of Directors apprised on MCTA activities and consult with them as appropriate;
 - Coordinate the Annual Meeting, including preparation of a Board Slate and Budget;
 - Work with the MCTA treasurer and insure compliance with Federal Reporting rules;
 - Keep up date on state lobbying reports and corporate filings with the Secretary of State's office;
 - Supervise organizational operations and supervise work of consultants;
 - Maintain all functions critical to managing the organization including, but not limited to, maintain a postal box, bank account, and website.

The Executive Director may retain consultants to fulfill the duties and responsibilities of their position.

Applicant Requirements:

- Strong speaking skills;
- Strong writing skills;
- Background in organizational management and event planning;
- Understanding of the Legislative and Regulatory Process. Ability to be registered as a Lobbyist in the Commonwealth of Massachusetts is required;
- Rudimentary understanding of chemistry and chemistry-related issues preferred;

- Working proficiency with social media and technology preferred;
- Proven ability to work remotely and to collaborate with consultants and organizational partners;
- Limited travel required.

Compensation:

- Compensation will be based on experience, job functions, and budget.

Application Information:

To be considered please send your resume to Katherine@masscta.org