



**Position Title:** Executive Director, ITNGreaterBoston

**Supervisor:** Chairperson, ITNGreaterBoston Board of Directors

## **BACKGROUND & ORGANIZATION DESCRIPTION**

Safe, dignified, affordable transportation is key to empowering older adults to stay active in the community and maintain their health and quality of life. Metrowest Community Health Care Foundation (MWCHCF) and Tufts Health Plan Foundation (THPF) partnered to address this issue by supporting the creation of a Greater Boston affiliate of an innovative national transportation model for seniors and visually impaired individuals: the Independent Transportation Network® (ITNAmerica®). The ITN model combines the power of information technology with the strength of local, grassroots support to create a financially sustainable solution to these unique transportation needs. The new ITNGreaterBoston (ITNGB) affiliate will serve Greater Boston and Metrowest communities. Health Resources in Action, Inc. (HRiA) has been engaged to launch ITNGB. HRiA is a Boston-based non-profit organization whose mission is to help people live healthier lives and create healthy communities through prevention, health promotion, policy, and research. HRiA will function as the fiscal agent and support the development of the ITNGB organization. Once ITNGB has been established, HRiA will turn over governance to the Board of Directors and Executive Director.

## **POSITION SUMMARY**

The Executive Director (ED) of ITNGB will lead a start-up organization and benefit from participation in a growing innovative transportation movement. The ED position requires a community-oriented yet business-savvy self-starter seeking an exciting challenge and the opportunity to make a positive impact on the lives of seniors and visually impaired individuals. An effective ED will be a highly motivated entrepreneurial individual committed to successfully launching ITNGB. The ideal ED candidate will have a broad range of skills, including the ability to: facilitate community engagement; solicit and secure local, corporate and philanthropic support; present the model publicly to the full spectrum of stakeholders; recruit, train and supervise staff and volunteers; ensure that operations, finances, systems and data are managed efficiently and effectively; and prioritize sensitivity and responsiveness to members' needs. ITNGB's ED is responsible for all operations of the transportation network and, under the guidance of the Board of Directors, for the economic sustainability of the non-profit corporation.

## **DUTIES AND RESPONSIBILITIES:**

- Administration and Governance
- General Operations
- Human Resources
- Financial Management
- Fundraising
- Community Outreach
- Marketing and Communications
- Customer Relations
- Public/Media Relations
- Information Management
- Volunteer Recruitment and Management
- Intern Program Management

- Safety and Training

## **QUALIFICATIONS & REQUIREMENTS:**

- Substantial management experience, business management experience preferred,
- Strong written and verbal communication skills essential
- Entrepreneurial/Start-Up perspective
- Proven excellence in leadership
- History of successful fundraising ability
- Experience managing organization finances and budgets
- Ability to work independently and to meet timelines
- Ability to plan, organize, problem solve, and prioritize in a quickly growing organization
- Ability to work with the ITNGB Board and collaborate with ITNAmerica staff
- Insight and skill in Board development and engagement
- Commitment to ITNGB mission and values
- Skill and comfort doing Community Outreach (including: public speaking, volunteer recruitment, corporate relationships)
- Bachelor's degree preferred

## **Position Location**

Interim office location: 95 Berkeley Street, Boston, MA

Permanent Office Location: Boston, MA

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.

Diversity in organizational practices is a core value of HRiA resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds.

Please forward cover letter, resumes and salary requirements **by March 15, 2011** to:

[jobs@hria.org](mailto:jobs@hria.org) or

Human Resources

Health Resources in Action

95 Berkeley Street, Boston, MA 02116.

[www.itngreaterboston.org](http://www.itngreaterboston.org)

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