



200 FRIBERG PARKWAY, WESTBOROUGH, MA 01581
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WWW.495PARTNERSHIP.ORG

CAREER OPPORTUNITY: MANAGER OF RESEARCH AND BUSINESS SERVICES

POSITION DETAILS

Job Type: Full Time exempt
Reporting To: Executive Director
Work Location: Based on site in Westborough, Massachusetts
Salary Range: \$65,000-\$75,000 commensurate with experience
Application Deadline: Friday, May 31st, 2024

ABOUT THE 495/METROWEST PARTNERSHIP

The 495/MetroWest Partnership is a unique public-private collaboration among businesses, municipalities, and other stakeholders focused on creating an environment that prepares for and cultivates sustainable growth across our 36-community region. The Partnership accomplishes this by providing coordination, education, and advocacy for solutions to regional constraints and limited natural resources. The mission of the 495/MetroWest Partnership is to lead the advancement of the 495/MetroWest region as an exceptional location for people, businesses, and communities. Our vision is that the 495/MetroWest region will enjoy sustainable economic growth, well-stewarded natural and built resources, and diverse transportation and housing choices. Together, these assets make our region a desirable place for all to live and work.

The 495/MetroWest Partnership is led by a volunteer Board of Directors comprised of representatives of area municipal governments, businesses, environmental organizations, planning agencies, higher education institutions, chambers of commerce, and other stakeholders from across our region.

ABOUT THE ROLE

The Manager of Research and Business Services will be a team player reporting directly to the Partnership's Executive Director, handling diverse responsibilities related to economic development, and research to support public policy related to economic development (transit, regional infrastructure, workforce development, water resources, and housing). The incumbent will lead research processes including collecting data for regional and local economic profiles, analyzing pending legislation and regulations, and monitoring organizational priorities in various planning processes. The incumbent will also conduct outreach to small and mid-sized businesses in the region, and provide technical assistance and other supportive services to these businesses while involving them in Partnership initiatives.

The incumbent will supervise a 32 hour per-week student intern and engage them in the process of research and analysis.

To accomplish these goals, the incumbent will be responsible for:

- Leading complex data collection and preparation of key reports for the organization
- Analyzing legislation and regulations of relevance to our stakeholders
- Preparing written materials and collateral pieces for these initiatives
- Conducting outreach to small and mid-sized businesses in the organization's service area to connect them with organizational initiatives, and provide technical assistance as warranted
- Monitoring transportation and water infrastructure financing mechanisms to ensure the Partnership asserts the needs of the region in these discussions
- Working with committees of volunteers
- Supervision of our seasonal Co-op student, including leading the biannual Co-op hiring process
- Basic administration and office management tasks, together with the Executive Director, including planning events and programs
- Other related duties as required

REQUIREMENTS

Candidates must have legal authorization to work in the United States and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region.

Other minimum requirements for the position include:

- A Bachelor's Degree in political science, economics, business administration, public policy, urban planning, or related field, with graduate experience a plus
- 3-5 years relevant professional experience or equivalent; this experience could include but is not limited to municipal or state government, chambers of commerce or other business support organizations, regional planning and/or advocacy organizations
- A working understanding of the intersection between economic development and public policy
- Comfort conducting business outreach activities
- Strong computer skills with word processing, spreadsheet, PowerPoint, and database programs as well as managing online resources

Successful candidates should also possess:

- Excellent writing skills
- Strong communication skills
- Ability to work with diverse constituencies on issues where stakeholders may have differing aims and interests

APPLICATION PROCESS

Interested candidates should submit a resume via email to Executive Director Jason Palitsch at Jason@495Partnership.org, with the subject line "Manager of Research and Business Services." The deadline to apply for this position is Friday, May 31st, 2024.

The 495/MetroWest Partnership does not practice or permit any unlawful discrimination on the basis of sex, race, color, religion, national origin, ancestry, gender identity or expression, disability, sexual orientation, genetics, active military or veteran status, or any other basis prohibited by law.