



Manufacturers Resource Center
Hanover Office Plaza
961 Marcon Boulevard, Suite 200
Allentown, PA 18109
(610) 628-4640

Chief Executive Officer (Non-Profit)

Compensation: \$150,000 - \$170,000 Annually
Benefits Offered: 401K, Medical, Dental, Vision, Life
Employment Type: Full Time

Summary

The President/CEO serves as the senior officer of Manufacturers Resource Center (MRC), with responsibility for maintaining its vision, mission and core values, as well as defining and directing the organization's resources to achieve its strategic and operational goals.

The President/CEO provides entrepreneurial leadership, balancing the need for internal management with external impact and visibility. As primary spokesperson for MRC, he/she conveys effectively the mission and activities of the organization to key constituencies and the public. The position is accountable for MRC's relationships with funders, partner organizations, government officials and key customers and consultants.

The President/CEO will facilitate the identification of best practices, trends and future needs of the manufacturing industry and will ensure that MRC's services, products and programs are best meeting the needs and interests of its core manufacturing constituency, thus increasing MRC's impact on manufacturing organizations and the regional economy.

The position is accountable for the performance of all MRC functions and oversees the day-to-day operations of the organization's consulting, sales and administrative teams. The President/CEO ensures that MRC remains fiscally and programmatically sound and will recruit, develop and retain a highly experienced, committed and professional staff.

SCOPE OF AUTHORITY

Reporting Responsibilities

To the Board of Directors: Carries out the work of the organization in compliance with governing documentation. Keeps the Board informed and engaged in policy and performance issues. Executes all decisions of the Board and develops strategic and operating plans for Board input and approval as needed.

To Funding Agencies: Executes contracts, grants and commitments as authorized. Provides proposals and reports as required. Ensures MRC policies and programs are conducted in compliance with contractual and regulatory requirements.

To Shareholder: Ensures Lehigh University representation on MRC's Board and communicates and provides information as required. Operates so as not to adversely affect the member organization financially, legally or publicly.

Supervisory Responsibilities

Manages four direct reports: V.P. of Administration/CFO, Manager of Business Development Services, Senior Strategy Manager; and Executive Assistant/Marketing Coordinator. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, retaining, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Duties and Responsibilities: Other duties may be assigned.

1. Fulfills the mission of MRC, serving as spokesperson and champion for small and mid-size manufacturers and manufacturing related organizations, striving to enhance their ability to compete successfully by ensuring they are provided with consulting, education and strategic partnering opportunities.
2. Plans, organizes and directs programs and services; evaluates results and recommends policies, procedures, and action to achieve program goals.
3. Initiates and develops new programs and funding proposals that may include partner participation.
4. Executes and oversees matters of program, publications, budget, legal responsibility, and required State and Federal reporting.
5. Ensures effective public relations and sees that the position of the organization is enhanced in accordance with the policies and objectives of MRC, including working with legislators, lobbyists, state and national organizations.
6. Seeks outside funding in the form of grants, contracts and sponsorship donations from public and private sources.
7. Provides budget and compliance oversight and ensures that all funds, physical assets, and other property of MRC are appropriately safeguarded and administered.
8. Reviews operating results of the organization compared to established objectives and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.
9. Establishes and maintains an effective system of communications throughout the organization.
10. Maintains effective relationships with other organizations, public and private, federal and state agencies, and other service providers as are deemed to be in the best interest of MRC and in conformity with the overall objectives and policy of the IRC and MEP programs.
11. Assists state and federal organizations in obtaining and maintaining funds and developing and promoting programs.
12. Ensures that the Board of Directors, Finance and Executive Committee are kept fully informed on the overall operations, and on all important factors influencing MRC. Attends all meetings of the Board, Finance and Executive Committees.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational and/or Work Experience: Master's degree or equivalent and seven + years of related senior level managerial experience or equivalent combination of education and experience. CEO level experience in manufacturing is preferred.

Skill and Knowledge Requirements

- Working knowledge of manufacturing, technology and continuous improvement.
- Understanding of regional, national and global business climate.
- Ability to work within a not-for-profit structure and report directly to a Board of Directors.
- Demonstrated leadership skills, abilities and experience, including team building and collaboration.
- Solid comprehension of budgeting and fiscal management.

Performance Factors

- Strong communication and marketing skills, including oral and written, to effectively promote all aspects of the program.
- Strong work ethic and commitment to achieving the goals and objectives of the organization.
- Ability to work with teams of staff and partners to achieve common goals.
- Ability to professionally maintain composure and effectiveness under pressure and changing conditions.
- Ability to communicate with legislators and work successfully with government funding agencies.
- Understanding of the political process and the role it plays in this program.
- Ability to use computer technology and widely used software packages, e.g., email, internet, spreadsheets, word processing, CRM, etc.
- Ability to learn new software packages as necessary.

Language Skills: Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on complex topics to top management, public groups, and/or boards of directors

About Manufacturers Resource Center:

For over 25 years, Manufacturers Resource Center (MRC) has helped small and mid-sized manufacturers become more competitive, adopt lean and agile processes, strategically grow their companies and invest more effectively in their existing human capital.

MRC provides far more than certifications and funding assistance. We offer job creators access to specialized coaching, mentorship and a variety of business and marketing assistance normally outside the reach of most manufacturers.

Our true value comes from our vast network of economic and strategic partners, our years of experience and our flexibility in scope and type of service.

MRC's service area:

MRC is a non-profit organization partially funded by the U.S. Department of Commerce's NIST-MEP program, as well as the State of Pennsylvania's Department of Community and Economic Development. MRC is dedicated to creating jobs and economic opportunity in eastern Pennsylvania's Lehigh, Northampton, Schuylkill, Carbon and Berks counties.

Company website: <https://www.mrcpa.org>

Please email resume to: pat.felise@mrcpa.org

Or mail resumes to:

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