



MASSACHUSETTS CEO COUNCIL

An Exclusive Consortium of CEOs Building a Stronger Massachusetts

Position: **Director & CEO Board Facilitator**

Job Type: Part-time, Contract (1099)
Schedule: Approx. 6-12 hours per month (in-person & online)
Compensation: \$1000–\$2,500 per month
Location: Greater Boston Area – various locations and remote/home-office (must live or work in MA)

About Us:

The Massachusetts CEO Council is a CEO Membership Organization — an exclusive and powerful consortium of chief executives who help each other take their business and Massachusetts to the next level. Our members services include:

- CEO Exchanges & CEO Briefings – intimate interactive conversations and briefings with acclaimed business thought leaders and chief executives, followed by deep-dive break-out discussions.
- CEO Summit– a large annual meeting with the chief executives of private, public, nonprofit and government organizations that impact the state’s economy.
- CEO Board – small private groups of trusted peer-level CEOs who dig deeper into their biggest strategic challenges using our facilitated proprietary decision support process.
- CEO Retreat – Private retreats for select groups of CEOs.
- CEO Afterhours – Private “dinner” events for members and their life-partners.

Key Responsibilities/Duties:

- Facilitate and direct monthly meetings of a CEO Board (peer advisory/mastermind group)
 - Learn to proficiently utilize our proprietary CEO decision support process
 - Coordinate and facilitate CEO decision support discussion in the private CEO Board
 - Working with CEO Roundtable members, set the agenda and make sure that all CEO Board meetings remains on track, and ensure that participants cover all the necessary topics.
 - Work with CEO Board members to coordinate meeting dates and times.
- Attend regular CEO Exchange events and facilitate/guide small group break-out discussions, keeping the discussion on topic and help move the participants towards insights.
- Optionally attend a CEO Summit and facilitate a speaker or panel discussion at the CEO Summit
- Assist in making all meetings and events run smoothly.
- Foster collaboration, teamwork and manage conflict among team members.
- Act as a member of the leadership team by providing feedback, ideas, concerns,
- Actively participate with other Director & Facilitators in Director peer group meetings.
- Be an ambassador and evangelist of the Massachusetts CEO Council.

Benefits:

- Hone your leadership and facilitation skills working with some of the sharpest leaders in MA
- Opportunity to gain executive coaching and consulting clients
- Expand your professional network and gain access to many Massachusetts chief executives
- Attend briefings with internationally acclaimed leadership experts and accomplished CEOs.
- Opportunity to attend CEO business and social events and CEO retreats at desired destinations
- Participate in a complimentary peer support/mastermind group

Job Requirements:

- Bachelor’s & Master’s degree or equivalent work experience
- Executive Coach and/or Professional Facilitator training and formal certification preferred
- Fortune 500 (or large business) team leadership and management experience
- Must reside or work in Massachusetts (no exceptions)