



Employment Opportunity EXECUTIVE DIRECTOR

Berkshire Regional Planning Commission is seeking a highly qualified professional as its fourth Executive Director in nearly 60 years. This role provides organizational leadership, advances BRPC's mission, and represents the agency as a trusted, unbiased regional resource.

TO APPLY: Submit an online application via our website. *Application review begins January 10, 2026, and will continue until the position is filled.*

GENERAL DESCRIPTION

The Executive Director is responsible for a wide range of professional, managerial, and supervisory leadership at BRPC. As the organizational head, the Executive Director is critical to maintaining and building organizational effectiveness and implementing BRPC's mission. The Executive Director will continue enhancing BRPC's reputation within Berkshire County as a trusted resource of unbiased, professional information and assistance and a key regional and state player. The Executive Director supports the Commission members in discharging their duties in determining, establishing, and implementing BRPC policy and other related work, as required. This is a full-time, onsite position, with remote work as allowed under BRPC's current telework policy. This position reports to the Commission and the Executive Committee.

PRIMARY RESPONSIBILITIES

- Maintains a working knowledge of trends and significant developments in municipal and regional planning and governance and how they may impact the region.
- Maintains and enhances BRPC's reputation as a trusted, unbiased, professional resource and key regional player.
- Provides leadership to the Commission and Executive Committee in determining, establishing, and implementing policy and in formulating and executing strategic plans aligned with regional and community needs.
- Ensures BRPC's compliance with federal and state laws and regulations and maintains sound fiscal practices that support the organization's financial stability.
- Represents BRPC to the public, media, and elected and appointed officials; advocates for adopted policies and regional positions.
- Leads a diverse professional staff to achieve effective operations, professional development, and a high-quality working climate.

ADDITIONAL RESPONSIBILITIES

- Serves on local, regional, and statewide committees and boards representing BRPC, Berkshire County, and/or western Massachusetts as assigned by

gubernatorial appointment, Commission recommendation, or professional judgment.

- Responsible for managing BPC's affiliated non-profit, Berkshires Tomorrow, Inc.

MINIMUM QUALIFICATIONS

- Ten or more years of directly relevant community or regional planning experience with increasing supervisory and management responsibility.
- Master's degree or equivalent (11 years related experience); degree in planning or public administration strongly preferred.
- Knowledge of municipal and regional planning, public finance, budget development, personnel management, and laws/regulations affecting municipal and regional government.
- Strong coalition-building, communication, and leadership abilities; sound judgment and ability to manage multiple priorities.
- Commitment to staff development and team building; experience managing a diverse professional team.
- Ability to travel throughout Berkshire County, MA at all times of the year to attend meetings, events, and training. (Frequent trips to Boston, Springfield, Greenfield, and other locations are required.)
- U.S Citizenship or lawful permanent resident.

PREFERRED QUALIFICATIONS

- Professional certification in planning (AICP) or other related certifications.
- Experience with a similar agency or organization.
- Success in writing, securing, and administering grants; experience with program development and assessment.
- Strong presentation, networking, and relationship-building skills; ability to convey complex information clearly.
- Experience negotiating contracts, agreements, and working arrangements.

PAY RANGE

As of July 01, 2024, the pay range is \$105,506.00-\$163,736.00 per year, depending on education and experience. Market adjustments and merit raises are generally available in July each year. BRPC may not alter the pay range unless the position is re-posted.

BENEFITS

- MA State Retirement System
- Health, Dental & Vision Insurance
- Short-Term Disability, Long-Term Disability, Life Insurance
- Medical & Dependent Care Flexible Spending Accounts (FSA)
- 457b Deferred Compensation Plan
- Generous Paid Time Off (Vacation, Sick, Holidays, Floating Holiday)
- Professional Development Funds
- Employee Assistance Program

This advertisement and the full position description can be found here:
<https://berkshireplanning.org/about/employment-internship-opportunities/>

EEO/SMOKE- AND DRUG-FREE WORKPLACE

BRPC is a smoke- and drug-free workplace that does not discriminate based on race, ethnicity, age, or gender and actively seeks diversity, equity, and inclusion in all its hiring.

No telephone calls. Application review begins January 10, 2026, and will continue until the position is filled.

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