

Executive Director Job Description

The purpose of this job description is to provide an outline of the more significant work elements of the position and to organize and present the information in a standard manner. It is not intended to describe all the elements of the work that may be performed by every individual in this classification, nor should it serve as the sole basis for Human Resources decisions and actions.

Division/Department: Executive Director		Reports to: Cannabis Control Commission's Chair and Commissioners
Job Title: Executive Director		FLSA: Exempt/Salaried
FT/PT: Full Time	Issued: March 29, 2024	Pay Band: \$157,000-\$187,000

Job Purpose/Summary

The Executive Director (ED) is the administrative head of the Cannabis Control Commission ("Commission") pursuant to Massachusetts General Laws Chapter 10, Section 76 (j). The ED is responsible for administering and enforcing the statutes and regulations regarding the Massachusetts marijuana industry and reports to the appointed members of the Commission. The ED executes on strategic priorities and develops an operational strategy to effectively meet the demands of the regulated cannabis industry in Massachusetts. The ED's annual goals are approved by an affirmative vote of three (3) Commissioners.

Core Responsibilities

The Executive Director:

- Ensures that licensees and prospective licensees can and will operate in a manner compliant with all Commission statutes and regulations.
- Supervises members of the senior leadership, and other supervisors, as necessary, holding



staff members accountable for the operations and management of their divisions.

- Develops annual goals and any strategic plans to further the statutory and regulatory mandates and mission of the Commission.
- Seeks opportunities to support the progress and achievement of Commission goals through the work of the Commission and collaboration with Commissioners.
- Attends and participates in Commission public meetings and prepares meeting presentations and documentation for policy discussions as needed.
- Collaborates with the Commission Chair and Commissioners in the development and approval of agendas in preparation for public meetings.
- Provides regular check-in/update meetings with the Commission Chair and Commissioners and seeks opportunities to support the progress and achievement of their own goals through the work of the Commission.
- Delivers reports on performance of the Agency's strategies and plans and receives feedback from the Commission regarding the overall performance and direction of the Agency, including agency operations, policies, impact plans, finances, budget preparation, internal controls, risk assessment, audits, and overall agency management.
- Develops and updates administrative standard operating procedures (SOPs), risk management strategies, policies and practices, and other internal controls.
- As delegated to the ED by the Commission, takes administrative actions and delegates as appropriate to ensure timely execution of agency deliverables.
- Monitors the Agency's financial activities, including development and approval of annual legislative budget requests and budgetary activities to ensure efficient and appropriate use of financial resources.
- Ensures compliance with the Commonwealth's purchasing and procurement laws and supplier diversity program.
- Monitors Agency's performance and utilizes financial and non-financial metrics to ensure goals and milestones are met and makes strategic adjustments as necessary.
- Works closely with the Agency's Legal Department to ensure all regulatory mandates and statutory requirements are met.
- Proposes the Commission's legislative agenda and maintains positive relationships with legislators, internal and external partners, constituents, and other governmental bodies.
- Ensures the Commission's Social Equity Program continues to serve constituents within underrepresented communities, providing opportunities for operator ownership and career paths within the Massachusetts cannabis industry.
- Ensures the Commission remains focused on and prioritizes community and stakeholder outreach and education.
- In collaboration with the Commission and Chief People Officer, develop and support the



Agency's Diversity, Equity, Inclusion, Belonging and Validation (DEIBV) initiative, to maintain a diverse and respectful Agency culture, where all employees feel welcomed, engaged, valued, and are productive.

- Works closely with appropriate staff to market and publicly engage in the Agency's obligation to develop and maintain a positive relationship with constituents and the media, including but not limited to the review of press releases, participating in speaking engagements and industry conferences, and engaging in community and public relations events.
- Maintains a high-level understanding of overall Agency performance in the industry, including reviewing of weekly/biweekly reports and engaging in one-on-one and/or team department overview and presentations with the executive and senior leadership team.
- Is responsible for preparation, approval, and submission of Commission's annual report.
- Chairs the Cannabis Advisory Board (CAB) and appoints Commissioners to serve as liaisons with the CAB subcommittees.
- As delegated by the Commission, recruits, hires, and supervises the senior leadership team.
- Performs other duties, as required.

Professional Expectations

The Executive Director:

- As a leader, will model the Agency's mission, vision, and values among senior leadership and agency staff and holds them accountable for the same.
- Demonstrates the ability to develop and maintain meaningful professional working relationships with legislators, constitutional officers, internal and external partners and networks, and the media.
- Demonstrates the Agency's support of, and commitment to maintaining Equity, Diversity, and Inclusion in all programs, policies, practices, and activities.
- Demonstrates strong, clear, and respectful communication, teamwork, and collaboration with the Commission, senior leadership team, and agency staff.
- Demonstrates an elevated level of professionalism and ethical standards in representation of the Agency, its people, and the communities it serves.

Competencies, Skills, and Attributes

- Can communicate effectively and consistently with various entities including local, state, and federal agencies, officials, media, and other stakeholders both verbally and in



writing; is an effective public speaker.

- Works cooperatively with the Commission’s five members and the Senior Leadership team.
- Demonstrates leadership qualities to ensure continuous performance and a high level of productivity across the Agency.
- Can achieve goals and objectives in a fast-paced, deadline-driven environment and can manage multiple priorities daily.
- Works under internal and external pressures with fast turnaround and tight deadlines.
- Effectively manages and organizes workload and delivers on critical tasks.
- Ensures all applicable state and federal regulatory reporting requirements are met.
- Develops an elevated understanding of the application of racial equity in internal organizational practices, external partnerships, and regulatory mandates.
- Will develop a full understanding of the Massachusetts cannabis industry’s policies, statutes, and regulations.
- Demonstrates leadership experience to adapt to and navigate unforeseen events and developments within a rapidly changing regulatory and/or industry environment.

Minimum Qualifications

- A bachelor’s degree in public administration or business administration/management, or a related field, and three (3) to seven (7) years of relevant management experience. Cannabis industry experience or experience in a regulatory, enforcement and/or compliance environment a plus.
- In lieu of a bachelor’s degree, five (5) to 10 (ten) years of relevant management experience may be substituted. Cannabis industry experience or experience in a regulatory, enforcement and/or compliance environment a plus.
- Understanding of the Massachusetts cannabis industry, as well as knowledge of national industry development and trends.
- Experience in organizational management including fiscal management, strategic planning, and management of executive level staff. Experience as an Executive Director, Chief Executive Officer (CEO), Chief Operating Officer (COO) or other head of organization/agency head title a plus.
- Understanding the application and utilization of software and technology to develop creative solutions to effectively solve problems and advance the Agency’s agenda.
- Experience collaborating with boards, commissions and/or senior-level executives.
- Experience working in or in collaboration with a public agency or government body such as municipal, state, or federal government a plus.



ADAAA – Working Conditions

- Must be able to tolerate a working environment with frequency in sitting and standing for extended periods of time, utilizing desktop and laptop computers, and other office equipment.
- Must be able to tolerate office indoor lighting in various parts of the Commission’s headquarters and Boston offices.
- May be required to travel between Commission locations and to other state government offices, or other locations across the state.
- Must be able to carry laptop, cell phone, and other supportive devices a equipment when commuting between Worcester, Boston, and home offices.

Reasonable accommodations can be provided with any disclosed and appropriately documented disabilities.

Cannabis Control Commission – Mission Statement and Operating Principles

Our Mission

The mission of the Cannabis Control Commission is to honor the will of the voters of Massachusetts by safely, equitably, and effectively implementing and administering the laws enabling access to medical and adult-use marijuana in the Commonwealth.

The Commission will foster the creation of a safely regulated industry that will create entrepreneurial and employment opportunities and incremental tax revenues in and to communities across the state and which will be a best practice model for other states. The industry will be characterized by participation by small and larger participants and with full and robust participation by minorities, women, and veterans. We will develop policies and procedures to encourage and enable full participation in the marijuana industry by people from communities that have previously been disproportionately harmed by marijuana prohibition and enforcement and positively impact those communities.

Our Operating Principles

The Commission promises to:

- Conduct all of our processes openly and transparently; and
- Engage in regular two-way communication with all concerned citizens, patients, health care providers and caregivers, partners, and other constituencies.



Build a world-class state agency by:

- Committing to the highest level of constituent services using state-of-the-art technology and multiple media;
- Defining and publicly measuring our performance versus metrics regarding timely execution, accessibility, impact on public health and safety, impact on disproportionately harmed communities, and incremental tax revenue generation;
- Becoming self-funding and generating a revenue surplus; and
- Creating a great place to work.

Enhance and ensure public health and safety by:

- Developing and enforcing effective regulations;
- Developing and executing a program of continuing public education;
- Conducting and contributing to research on marijuana-related topics; and
- Using surplus funds to help address issues in these areas.

Benefits Package

The Commission is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.

This position is non-civil service. This position is an exempt position.

The overall benefits available include: paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance, and optional pre-tax Health Savings Account plans.

In addition, the Commission provides employees the opportunity to elect life insurance, long term disability insurance, deferred compensation savings, tuition remission and pre-tax commuter account plans, along with other programs.

The Commission employees also participate in the Commonwealth's State Retirement Plan, which can become a defined benefit plan for those that both vest and subsequently retire from State service. Follow this link for additional retirement information:

<https://www.mass.gov/orgs/massachusetts-state-retirement-board>



Commitment to Diversity:

The Commission is committed to building a diverse staff across its entire agency and at all levels. The Commission is an equal opportunity/affirmative action employer.

Application Process and Deadline:

The Commission encourages interested candidates that meet the minimum requirements for experience and skills to apply for this position. Interested candidates should submit a cover letter and resume by email no later than June 15, 2024. The application package should be submitted to:

ExecutiveDirectorSearch@cccmass.com

Please include the position title in the subject line: CCC – Executive Director

Submissions are due by 5:00 pm (email) on June 15, 2024, late submissions may be considered solely at the discretion of the Commission.

Notice of Required Background Check – Including Tax Compliance:

The Commission requires a background check on all prospective employees as a condition of employment.

Candidates should be aware of this requirement but should also know that such background check is not initiated until:

1. A candidate is invited to a second or subsequent interview, and
2. The candidate has signed the Background Check Authorization Form and related releases.

This background check includes a Criminal Offender Record Information (CORI) check, Federal IRS and Department of Revenue state tax compliance on all prospective employees as a condition of their employment.

Candidates with advanced degrees and professional licenses may have these credentials verified. Individuals other than those references provided by a candidate may be contacted in the course of completing a full background and qualification check.



Those candidates invited to interview will be contacted by the Commission. Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

Official Title: Executive Director, CNB

Primary Location: United States-Massachusetts-Worcester-2 Washington Square

Job: Unclassified

Agency: Cannabis Control Commission

Schedule: Full-time

Shift: Day

Job Posting: May 6, 2024, 4:42:51 PM

Number of Openings: 1

Salary: 157,000.00 - 187,000.00 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator:

Debbie Hilton-Creek – 7746704031

Potentially Eligible for a Hybrid Work Schedule: Yes

Approvals

Chief Financial Officer:	_____	Date:	_____
Chief People Officer:	_____	Date:	_____
Executive Director:	_____	Date:	_____
Commission Approval:	_____	Date:	_____
Employee’s Signature:	_____	Date:	_____

