

POSITION OVERVIEW

General Counsel

Longwood Collective

Boston, MA

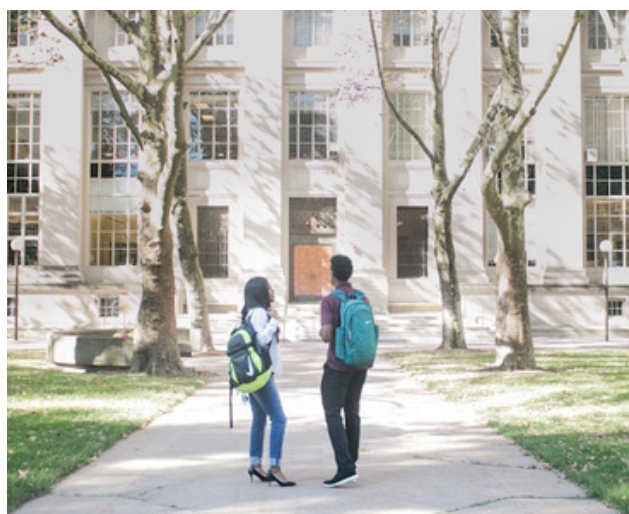


Introduction

The Longwood Collective seeks a seasoned attorney to join its executive team as General Counsel of an innovative, nationally respected nonprofit committed to enhancing the lives of the people who live, work, learn, or receive care in **Boston's Longwood Medical and Academic Area** (LMA). The 213-acre LMA is one of the city's most dynamic neighborhoods and an epicenter of innovation, healthcare, education, and culture.

The General Counsel (GC) serves as a thought partner to the President and CEO and to the executive leadership team. As the organization's chief legal officer, the GC oversees a broad scope of legal work and provides counsel across all operations, including its wholly owned for-profit subsidiary, MASCO Services, Inc.

This executive role ensures regulatory compliance, proactively limits corporate risk, supports strong governance, and effectively manages outside legal resources to advance the strategic goals and initiatives of a \$40M operation with \$90M in assets.



About Longwood Collective

The Longwood Collective, formerly known as MASCO (Medical Academic and Scientific Community Organization), was established at a time when rapid area development had led to significant traffic and parking challenges in the LMA. Recognizing an opportunity for greater collaboration to address these and other needs, the leaders of several locally-based institutions established a collective that would transcend organizational boundaries and focus on the best interests of the area as a whole. The 11 founding members pledged to work together to solve “problems related to inefficient land use, parking, traffic, and duplication of services...”

A half-century later, Longwood Collective continues to advance a mission of service as a stalwart steward of the LMA. Today, in addition to its focus on improving access, it is a leading voice on area planning and development, public policy, and sustainability, standing firm in its commitment to ensuring that the LMA remains a vital economic engine for the city and the state.

The LMA's Economic Contributions to Boston and Massachusetts

73,000 workers

3.8 million patient visits annually

24,000 students

\$30B in state business revenues annually



Member-Centric Mission

Since its inception, the Longwood Collective has fostered a greater sense of community among member organizations and offered programs and services that are more efficiently and effectively developed through collaboration. These efforts have demonstrated that the LMA is better when members work together on matters that affect everyone in the area.

“Longwood is the home base for our institutions, and together we represent a longstanding legacy of investment in the district,” says David Sweeney, President and CEO. “We are a hub of economic activity, an incubator for innovation, the heart of healing, a home to students, and a global destination for cultural enrichment.”

Longwood Collective’s members and associate members include several of the nation’s top medical institutions; one of Boston’s most revered museums; Harvard Medical School, School of Dental Medicine, and T.H. Chan School of Public Health; the five **Colleges of the Fenway**; the largest Reform temple in New England; cutting-edge medical research organizations; and a distinguished private school.

Mission

To drive collaborative solutions enabling the LMA to be an innovative hub of healthcare, research, and education.

Vision

Making Longwood the most desirable place to work, learn, and heal.



Longwood Collective Members

- The Baker Center for Children and Families
- Beth Israel Deaconess Medical Center
- Boston Children's Hospital
- Brigham and Women's Hospital
- Dana-Farber Cancer Institute
- Emmanuel College
- Harvard University
 - School of Medicine
 - School of Dental Medicine
 - T.H. Chan School of Public Health
- Isabella Stewart Gardner Museum
- Joslin Diabetes Center
- Massachusetts College of Art and Design
- MCPHS University
- Massachusetts Mental Health Center
- Simmons University
- Temple Israel
- Wentworth Institute of Technology
- The Winsor School

Associate Members

- Boston University Wheelock College of Education and Human Development
- Fenway Community Health Center
- Massachusetts Eye and Ear Infirmary
- Merck Research Laboratories

Serving the LMA

As the LMA's area planner, Longwood Collective provides direct services, advances infrastructure improvements, designs creative programs, crafts new transportation visions and plans, and promotes reliable, high-quality area public transit. Its initiatives help improve Longwood's quality of life, foster a sense of community, and promote a sustainable and livable environment.

As a champion for accessibility, Longwood Collective provides multifaceted, 360-degree transportation and commuter services through leading a state-designated **Transportation Management Association**, operating a fleet of **37 shuttles**, and managing 2,000+ parking spaces. Its construction activity reporting helps members and the larger LMA community manage the impact of projects or events that impede traffic.



Longwood Collective owns and operates a mixed-use office building with a 756-space parking garage at 375 Longwood Avenue, home of its headquarters. This space also houses the **Longwood Medical Area Childcare Center** (LMACCC), and its taxable, wholly-owned subsidiary, MASCO Services, Inc. (MSI). MSI offers cost-saving contract services (e.g., elevator maintenance) and a state-of-the-art, award-winning **Call Center** that meets the 24/7 answering service needs of clients across the city and region, including hospitals, physician practices, colleges, and pharmaceutical companies.

To ensure safety and security in the LMA, Longwood Collective leads a joint **emergency preparedness program**, that coordinates planning and training, and facilitates the LMA Emergency Operations Center, a command center with both in-person and virtual capabilities that can be activated during emergencies to coordinate an effective response. These efforts are coordinated with the city and state, along with first responder agency partners.

Leveraging technology to promote a healthier community and advance sustainable practices, Longwood Collective hosts "**Tech Talks**," a specialized forum that brings together member institutions with subject matter experts to share best practices. Additionally, its **Smart City Initiative** seeks to harness technology, data, and innovation to streamline and strengthen services in tackling a range of urban challenges.*

* More information on recent Longwood Collective initiatives can be found in its **annual reports and white papers**, and the **news** section of its website.

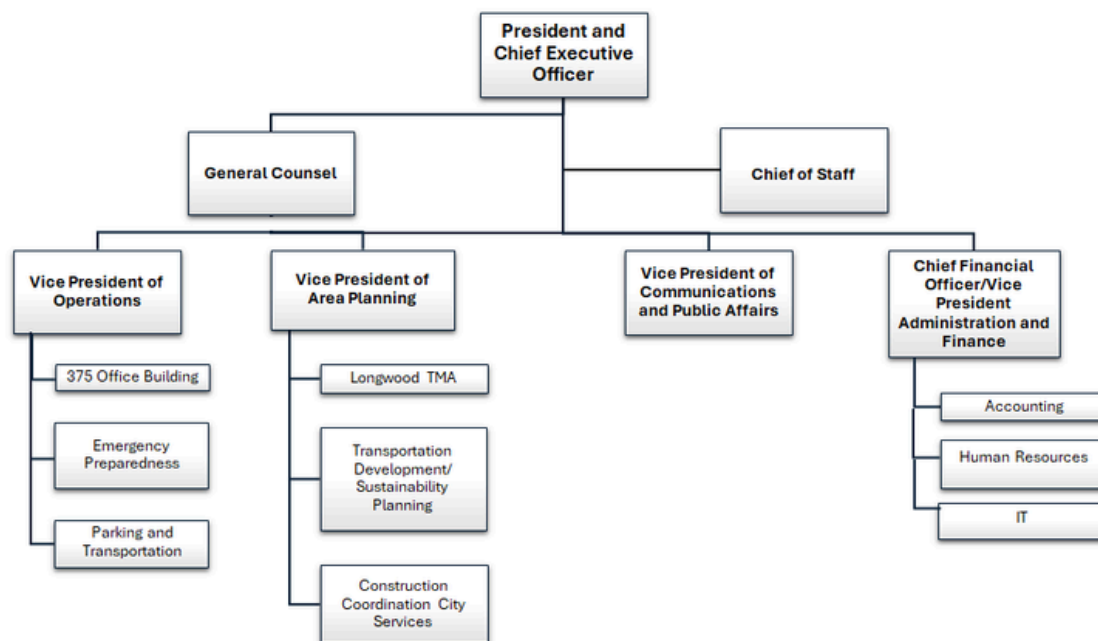
Leadership

Longwood Collective's executive leadership team and 64 FTE workforce* is overseen by a President and CEO supported by Vice Presidents of Finance and Administration/CFO, Area Planning and Development, Operations, and Communications, as well as the General Counsel, Chief of Staff, Controller, and the Directors of IT, HR, and Telecommunications/Call Center Operations.

Members of the leadership team have deep knowledge in their respective fields and are passionate about Longwood Collective's mission. They are widely respected among the membership and local, state, and federal agencies, and sought after for their expertise.

*FTEs: LC-18, LMACCC-22, MSI-24.

Longwood Collective Organization Chart



MASCO Services, Inc.

Subsidiary to Longwood Collective





David Sweeney

President and CEO

David Sweeney joined Longwood Collective (then, MASCO) as President and CEO in February 2020, transitioning from the Mayor's Office where he had served as CFO and then Chief of Staff to Mayor Martin J. Walsh. His 15-year tenure in public service includes serving as CFO of the \$5 billion Massachusetts State Lottery Commission, Chief Fiscal Policy Advisor to the Speaker of the Massachusetts House of Representatives, and Budget Director for the House Committee on Ways and Means. Born and raised in Boston, he earned a BA in Political Science from Providence College and a MPA from University of Rhode Island.

Just weeks into David's tenure, the LMA was hit hard by the COVID-19 pandemic, requiring immediate planning and solutions to a myriad of challenges, such as: facilitating access to hundreds of daily parking spaces for critical health staff; collaborating with the MBTA to ensure continued transportation to the LMA; tapping vacant college dorms to house health workers testing COVID positive; and contracting with the Broad Institute of MIT and Harvard to enable the Call Center to triage tests results of area students and college/university staff.

"MASCO stood tall on behalf of its membership, providing value and stability during a time of extreme uncertainty and unrest," recalls Board Chair Dick Argys, COO of Boston Children's Hospital. He credits David for leading the organization in holding firm to its core values of "bringing impact through collaboration and solutions, developing a framework centered on the phases of Resolve, Resilience, and Return."

Now in his fifth year, David is leading the charge with a vision to make Longwood the most desirable place to work, learn, and heal.

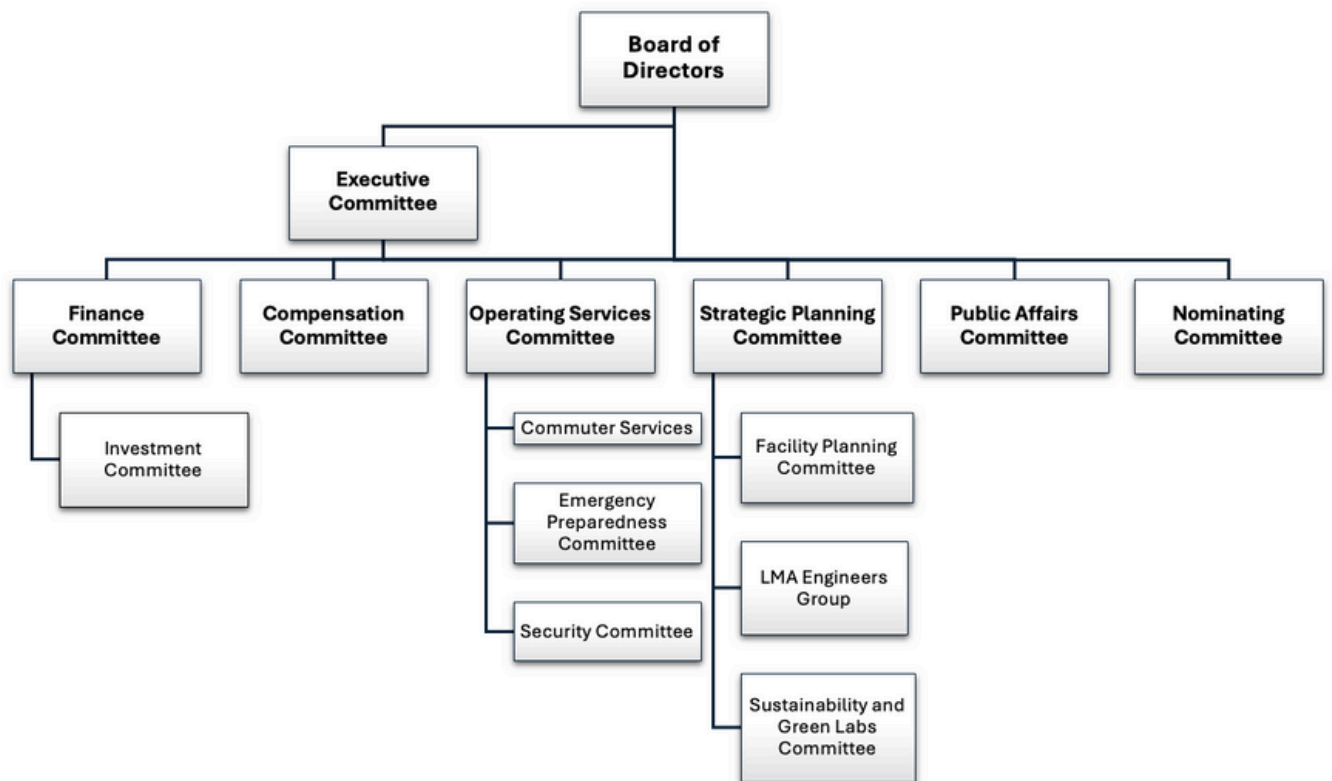


Governance

Longwood Collective's 28-member Board of Directors provides strategic and fiduciary oversight, supported by a number of standing committees that are populated by leaders from across the member organizations. These committees – Executive, Finance, Operating Services, and Strategic Planning – help inform the work of the organization across its core functions.



Longwood Collective Boards and Committees



Culture and Core Values

The corporate culture is described as fast-paced, collegial, and professional with a high value placed on collaboration, service, integrity, and excellence. Business units operate efficiently with regular review of goals, progress, timelines, and deliverables. Existing programs and services are regularly analyzed to identify areas for improvement or innovation; and opportunities and initiatives under development are thoroughly examined with a variety of input and data. The organization's careful analysis, attention to detail, and effective presentation has earned it credibility among key internal and external stakeholders.

Core Values

- Create Resourceful Solutions
- Member-Focused
- Build Trusted Relationships
- Deliver Excellence
- Impact Through Collaboration



Strategic Planning

To ensure a strong and financially viable operation that is responsive to the needs of the LMA, Longwood Collective aligns its strategies and multi-year planning with the needs of its member institutions. Annual operating plans contain strategic goals, objectives, and key deliverables that advance its core business and service functions.

Improving transportation mobility, access, and parking remains at the forefront of the company's work, embracing opportunities to plan, analyze, and advocate for effective solutions, and working with city, state, and other regulatory bodies on behalf of the LMA's collective needs.

To support its public policy work, the Longwood Collective is also focused on strengthening its brand and reputation as a reliable thought partner to its members and as source of expertise to those outside of the LMA.

“In all aspects of our work, we remain responsive to the unique needs of the district by ensuring transportation access, guiding area real estate development and area vitality, and providing civic representation and issue-based leadership.”

-David Sweeney, President and CEO

Providing core services while exploring opportunities to improve efficiencies and reduce costs is critical to Longwood Collective's work, as is diversifying its funding sources for programmatic activities and embracing innovation through updated technologies, such as a new accounting ERP and compatible CRM.

FY 2026 Strategic Objectives

Objective #1

Proactively address evolving challenges to the LMA.

Objective #2

Solidify LC's role and reputation as a problem solver and thought leader within and outside the LMA.

Objective #3

Innovate and adapt to meet LC member needs within a sustainable business model.

POSITION DESCRIPTION

General Counsel

Reporting to the President and CEO as a trusted advisor and key member of the executive leadership team, the General Counsel helps ensure the well-being of the organization and its subsidiaries (i.e., MASCO Services, Inc.).

Leveraging a comprehensive legal background and experience as an effective, forward-thinking contributor, the GC serves as primary legal counsel to the President & CEO, staff, and Board of Directors, providing comprehensive guidance and leadership across all aspects of the organization's operations.

Primary Responsibilities

- Provide legal advice and guidance to the President & CEO and staff on a wide range of legal matters, including governance, contracts, employment and benefits, intellectual property, compliance (e.g., HIPAA), real estate, business security and risk management.
- Partner effectively with colleagues in finance, operations, area planning, and IT.
- Stay informed of and maintain full compliance with all relevant federal, state, and local laws and regulations impacting the operations of both the non-profit organization and its wholly owned for-profit subsidiary.
- Develop, review, and negotiate contracts and agreements such as grants, vendor agreements, leases, and service contracts.
- Effectively manage and oversee any litigation or administrative proceedings and advise executive staff on the merits of litigation against third parties where necessary to protect LC's interests.
- Support the Board of Directors and Board committees on issues of legality and governance, and ensure that all governance work, procedures, and communications comply with current law and best practices.
- Stay informed of legal and regulatory changes impacting the non-profit and its subsidiaries and develop and implement policies and procedures accordingly.
- Protect the organization's intellectual property.
- When necessary, select and manage outside counsel, ensuring cost-effectiveness and quality performance.
- Develop and adhere to the Legal Department's annual operating budget.
- Perform special projects and other duties as assigned.

Ideal Candidate Portrait

The ideal candidate for the position of General Counsel is an accomplished attorney with deep experience in contracting, governance, and risk management, as well as a strong record of advising senior leaders and boards of directors. This individual brings not only technical proficiency but also the judgment and interpersonal skills to be a trusted counselor to the President & CEO, staff, and Board. Experience with employment and benefits matters and real estate is a plus, adding further value to the role.

Tech-savvy and efficiency-minded, the successful candidate embraces technology and process improvements to streamline work and strengthen organizational effectiveness. The GC also exercises sound judgment in engaging outside legal resources—balancing high-quality representation with cost-effective management of outside firms.

Adaptable and collaborative, the GC is comfortable wearing many hats—pivoting from legal strategist to service-minded partner to articulate external representative. With a proactive, flexible style and a passion for mission and community, the GC approaches problem solving with integrity, diplomacy, and clear communication, ensuring that the organization and its subsidiary are both protected and well-positioned to achieve their strategic goals.

Key Competencies

- Juris Doctor (J.D.) from an accredited law school and an active license to practice law in Massachusetts, or registration as in-house counsel with the Massachusetts Board of Bar Overseers, required.
- At least 10 years of legal practice with experience advising executives and boards on legal, regulatory, and governance compliance and risk.
- Knowledge of nonprofit law and subsidiary oversight (familiarity with real estate, transit, healthcare, or other sectors relevant to LC operations is a plus).
- Experience managing legal staff and/or outside counsel.
- High ethical standards and integrity with a demonstrated ability to manage issues and information with professionalism, diplomacy, confidentiality, and sensitivity.
- Exceptional analytical, communication, and presentation skills.
- Ability to convey complex information clearly and concisely through various channels and to multiple audiences.
- Strong organizational skills, able to manage multiple priorities with flexibility.
- Proficiency in Microsoft software applications (SharePoint, MS Office Suite, etc.).
- Experienced relationship manager, able to collaborate effectively with diverse stakeholders.
- Passion for mission, people, purpose, and community.

Additional Attributes

- Proven leadership, influencing, supervisory, and group facilitation skills.
- Highly collaborative, able to work well with and coalesce teams with sometimes divergent interests, and build alliances in developing innovative solutions.
- Politically savvy, able to successfully navigate relationships with multiple external stakeholders and gain trust and credibility.
- Strong proactive organizational skills and ability to prioritize workload.
- Tech-savvy with experience using and evaluating legal technology applications to streamline and modernize legal and compliance functions.
- Excellent critical, analytical, and problem-solving skills.
- Ability to multitask effectively and manage deadlines.
- An approachable, authentic leadership persona with high integrity.
- Customer-focused with a passion for excellence consistent with members' expectations.
- "Can-do" attitude with a flexible work style.
- Patience and adaptability in managing changing or competing demands.
- Respectful and committed to maintaining confidentiality.

Longwood Collective is proud to be an equal opportunity employer. It values an inclusive work environment that celebrates the diversity represented by its employees and member institutions. Candidates with diverse backgrounds and experiences are encouraged to apply.

Employees enjoy a competitive compensation and benefits package. Benefits include medical, dental and vision plans, life, and disability plans, a 401(k) retirement plan with generous employer contributions, paid time off, tuition reimbursement, and commuting benefits. This position is full-time and offers a hybrid work schedule.



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