



# Town of WINCHESTER, MA

## Town Manager

### Welcome

The Town of Winchester invites qualified applicants to apply for the position of Town Manager. This is a strong Town Manager role, with responsibilities clearly defined and protected under the Winchester [Town Charter](#). The Town Manager oversees the day-to-day operations of the municipality and implements policies with direction from the Select Board.

### The Town of Winchester

The Town of Winchester is a vibrant, historic suburban community located just eight miles north of Boston. Known for its scenic charm, strong civic engagement, and high-quality public services, Winchester offers a unique blend of small-town character and metropolitan accessibility. The town is home to a diverse array of amenities including excellent public schools, a robust public library, active recreation programs, and a well-maintained network of parks and open spaces. Winchester's government is structured to support community involvement with numerous boards and committees that encourage resident participation in local decision making. The town's commitment to sustainability, public health, and inclusive growth is reflected in its departmental initiatives and ongoing community projects.



Winchester's [Master Plan 2030](#) outlines a forward-looking vision for the town's development, emphasizing balanced growth, environmental stewardship, and community connectivity. Adopted in 2020, the plan identifies key strategic goals related to housing, transportation, economic development and historic preservation. Among its priorities are promoting mixed-use and compact residential development, enhancing pedestrian and bicycle safety, and expanding affordable housing options, with an eye toward reaching the 10% subsidized housing inventory threshold set by MGL Ch. 40B. In the last year, the town adopted the Community Preservation Act (CPA) and overwhelmingly passed the MBTA Communities Act Zoning requirements, signaling a willingness and desire to invest in the future of Winchester.

Like many bedroom communities, Winchester is challenged by its heavy reliance on residential property taxes, with over 95% of its assessed value tied to residential uses, and only 5% from commercial and industrial properties. This imbalance places increased pressure on homeowners and limits the town's financial flexibility. Rising housing costs affect workforce retention and local businesses. The Master Plan 2030 and the [Economic Development Plan](#) both highlight the need to diversify the tax base, expand

affordable housing options, and improve transportation infrastructure to support a growing and changing population, all of which are essential to maintaining Winchester's high quality of life while addressing fiscal sustainability.

## **Fiscal Responsibility and Sustainability**

Given Winchester's complex financial landscape, it is essential that the next Town Manager possesses strong financial acumen and strategic budgeting experience. The town is approaching its levy limit and is actively considering an operational override to support the FY27 operating budget. Major capital projects including a Town Hall HVAC restoration and elementary school renovations require careful planning and oversight, as does the town's broader effort to manage aging infrastructure through a Comprehensive Capital Planning Process. The Town Manager must navigate financial pressures of rising healthcare costs, collective bargaining agreements and will need to balance service expectations with financial sustainability. With Winchester's limited commercial tax base and high service demands, the Town Manager will play a critical role in aligning resources with priorities, supporting collaboration between the Town and School departments, and ensuring fiscal responsibility while remaining responsive to residents on fixed incomes and a high demand school aged population.



## **Public Engagement and Confidence**

The level of civic engagement in Winchester is high, and residents are deeply invested in local governance. The next Town Manager must be a confident and charismatic public leader. The role demands someone who is not only comfortable with public speaking, but also skilled in articulating a clear vision and building consensus among diverse stakeholders including the Select Board, town departments, and the community at large. With complex challenges like financial planning and infrastructure investment on the horizon, the Town Manager must lead with professionalism, communicate transparently, and respond effectively to a highly informed and involved citizenry. This position calls for a strategic thinker who can delegate wisely, embrace technology, and foster trust through proactive engagement and decisive leadership.

## **Staffing and Human Resources**

The next Town Manager will have a unique opportunity to shape the leadership of Winchester's municipal administration by selecting the next Assistant Town Manager. The Town Manager will be responsible for leading the development of a strategic staffing plan that aligns current and future needs for the town, navigating union contract negotiations, supporting recruitment and retention efforts, and fostering a collaborative culture across departments that prioritizes customer service to its businesses and residents.



## Town Manager Responsibilities

- ❖ Responsible for the administration of all town departments under the Select Board's jurisdiction.
- ❖ Prepare and submit the annual budget and capital improvement program and manage the town's financial operations in accordance with approved budgets and policies.
- ❖ Appoint and supervise department heads and other town employees.
- ❖ Execute all policies and decisions made by the Select Board and ensure compliance with existing bylaws, state laws and regulations.
- ❖ Act as the town's representative in contract negotiations including labor agreements and oversee their implementation.
- ❖ Represent the town in dealings with other governmental agencies and communicates and coordinates with regional and state representatives.

## Ideal Candidate

- ❖ Demonstrates a strong executive presence, with the ability to articulate a clear vision, inspire confidence, and lead with professionalism and integrity.
- ❖ Strong public speaking skills and willingness to engage with Winchester's highly informed and active citizenry.
- ❖ Ability to build consensus while confidently guiding decision-making.
- ❖ Deep experience in municipal finance, budgeting, and personnel management with the ability to navigate strong personalities and fiscal challenges.
- ❖ Skilled at working with and managing the dynamics of the Select Board who have diverse perspectives.
- ❖ Able to foster productive relationships while maintaining the ability to make tough decisions.
- ❖ Willing to embrace and leverage modern technology to improve service delivery.
- ❖ Capable of assembling and empowering a high-performing leadership team and delegating effectively.

## Winchester Community Snapshot

### Population

23, 212

### Registered Voters

16,091

### Bond Rating

AAA

### FY2026 Budget

#### Municipal

\$34,672,708

#### Education

\$70,382,695

#### Total

\$105,755,403



## Qualifications

Bachelor's degree required; master's degree preferred and seven to ten years of professional experience. Experience in a municipality, large non-profit, or other public position that requires board management with similar responsibility and complexity is required. Any equivalent combination of education, training and experience will be considered.

## Salary and Benefits

The Town will negotiate a comprehensive employment contract, including standard and voluntary benefits offered by the Town. The position is full-time and requires regular attendance at evening meetings and occasional community events. Starting salary anticipated to be \$225,000 +/-, DOQ.

## Application Process

Please submit cover letter and resume to the Collins Center for Public Management at: [CollinsCenterRecruit@umb.edu](mailto:CollinsCenterRecruit@umb.edu) and include in the subject line " [Your last name - Winchester TM]"

**Review of resumes will begin November 4, 2025.** The position will remain open until it is filled.

Contact Mary Flanders Aicardi, HR Practice Leader at 508-215-8992 with any questions.

*The Town of Winchester is an Affirmative Action and Equal Opportunity Employer. All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, disability, sexual orientation, military status, marital status, familial status, genetic information, or any other status prohibited by law.*