



Director of Public Policy & Communications

Reports to: President/CEO
Direct reports: Public Policy & Communications Specialist; Public Policy & Communications Coordinator

Summary:

The Director of Public Policy & Communications leads the Council's public policy and communications initiatives. This position is a primary contact for Council members, elected officials, policymakers, regulatory agencies, press and other stakeholders. The Director of Public Policy & Communications works closely with the President/CEO to determine strategy for advancing the Council's public policy positions and communications initiatives. The position is also responsible for marketing and branding, *The Provider* newspaper, reports, the Council's website and other internal/external communications.

Primary Responsibilities:

Public Policy

- a) Represent the public policy interests of the Council before state, federal and municipal officials;
- b) Work with President/CEO, board committee, and legislative consultant to draft, propose, and advance state and federal legislation that supports the interests of the sector;
- c) Activate and involve membership in advocacy efforts;
- d) Draft and deliver testimony before various governmental bodies;
- e) Plan and develop legislative forums, briefings, breakfasts and other meetings to build relationships, inform and persuade elected and appointed officials about Council interests; and
- f) Promote *The Caring Force* to all external stakeholders to advance the Council's agenda and the human services sector in general.

Communications

- a) Work with direct reports to create an overall communications strategy to advance the Council's mission and its public policy agenda using print, website, social media and other communications channels;
- b) Develop and promote a marketing and brand identity that establishes the Council as the premier association for human services;
- c) Supervise production of *The Provider*, e-newsletters and other Council marketing productions and offerings;
- d) Create relationships with members of the media and news publications to increase the Council's media exposure and that of its members;

- e) Oversee design efforts for the organization, including production of the Annual Report and marketing material for the Council's Annual Convention & Expo; and
- f) Write grants on behalf of the organization to support various initiatives throughout the Council.

Other Responsibilities

- a) Supervise Public Policy & Communications Specialist and Public Policy & Communications Coordinator.
- b) Provide primary staff support for the Council's Business Practices Committee and work with direct reports to provide support to other committees.
- c) Assist with meetings of Council's board of directors and executive committee by recording minutes and providing occasional updates.
- d) Moderate monthly Members Only Executive Roundtables to promote conversation between members and sharing of best practices;
- e) Support overall membership development efforts in conjunction with President/CEO and Director of Education & Membership; and
- f) Other duties as assigned by President/CEO.

Preferred Education and Skills:

- Bachelor's degree in public policy, government relations, public administration or related field. Master's degree preferred.
- At least five years of demonstrated public policy/government relations experience, as well as familiarity with communications roles.
- Previous supervisory experience and prior roles in leading teams.
- Knowledge of the human services sector in Massachusetts and/or the state's legislative process. State House experience a plus.
- History in working with state and federal elected officials on public policy.
- Experience securing and administering grants for nonprofits.
- Demonstrated leadership skills in a complex work environment.
- Excellent organizational, interpersonal and management skills.
- Significant experience with public speaking.
- Proven ability to perform independently and effectively lead a team.

Salary and Benefits:

Salary for this position is \$85,000 to \$100,000. Benefits include generous PTO allowances; excellent 401K plan; health, dental and vision insurance; and more.

Staff work on a hybrid schedule that allows for remote work up to three days per week with on-site work being done at the Council's office in Framingham. Some weeks/times of year may require more on-site, in-office days based on operational needs.

How to apply:

Interested candidates may apply via email. Individuals should email a resume and cover letter to Chief Operating Officer Bill Yelenak at byelenak@providers.org. Any questions may be directed to Bill. Applications should be sent in by Friday, October 27.