



Director of Government Relations & Communications

The Director of Government Relations & Communications supports the policy and communications activity at the Massachusetts Association of Community Colleges (MACC). The Director tracks and analyzes state and federal legislation of interest to the community colleges; facilitates the colleges' annual budget advocacy; and executes strategic communications across MACC and the 15 community colleges. Reporting to the Executive Director, this position works closely with the Deputy Executive Director and other MACC staff on a variety of policy initiatives, strategic communications, and other projects in support of the community college mission.

Job Description:

- Track and keep abreast of policies, communications, legislation, and issues pertinent to the community colleges in Massachusetts including, but not limited to the community college funding formula and state appropriations; the state budgeting process in relation to the 15 community colleges; federal legislation and funding; and other policy or regulatory items that impact the community colleges collectively.
- Support the Executive Director and Deputy Executive Director in building and maintaining working relationships with state and federal elected officials, the Administration, and their staff members.
- Conduct research on a variety of higher education issues and compile factual briefs, correspondence, talking points, and other materials pertaining to community colleges in Massachusetts. Working with the Executive and Deputy Executive Director, develop appropriate communications for dissemination to various constituency groups.
- Prepare press releases and develop messaging for legislative advocacy and other MACC projects and initiatives.
- Run MACC's social media accounts and monitor other relevant accounts, including those of the 15 community colleges. Make recommendations to maximize community college visibility and execute on a social media strategy.
- Other duties as assigned, including special projects with community college personnel that include time-sensitive deadlines.

Commitment to Equity:

- Demonstrate a sincere commitment to fostering a diverse, equitable, and inclusive community, a willingness to engage in personal learning within the office, the ability to

engage in honest conversations regarding issues and policies within the community colleges and MACC office.

- Support MACC's commitment to being anti-racist; embracing a community free of bias and inequality.
- Prioritize equity and assist the MACC and its colleges in reaching goals related to improving outcomes for minoritized populations.
- Collaborate with faculty, staff, and students in equity and inclusion-based institutional initiatives.
- Engage in communications and policy review with a critical lens toward equity, accessibility, inclusion, and universal design.
- Refine and deliver communications that are culturally responsive and reflective of inclusive perspectives.

Required Qualifications:

- Bachelor's degree required
- Significant experience and working knowledge of the Massachusetts legislative cycle and knowledge of and direct experience in the state budgeting process required.
- Three to five years' experience in state government or equivalent experience required; experience with Massachusetts public higher education preferred.
- Strong preference given to candidates with knowledge of public higher education and/or the community college system.
- Strong writing skills important to the success of this role.
- Ability to work well under pressure and ability to prioritize and manage multiple, high-priority tasks and responsibilities.

Applicants who do not meet the qualifications as stated above are encouraged to put in writing how their background and experience have prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

Salary:

Salary Range: \$70,000.00-\$80,000.00.

Benefits:

This full-time, Commonwealth of Massachusetts position is classified as a Non-Unit Professional and includes a complete benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

Application Instructions:

Please send one PDF document with a cover letter highlighting your qualifications and a complete resume to careers@macc.mass.edu with **Director of Government Relations & Communications** in the subject line.

The Massachusetts Association of Community Colleges is an Affirmative Action/Equal Opportunity Employer. We are committed to a diverse, multicultural, multi-ethnic work environment. Women, people of color, persons with disabilities and others are strongly encouraged to apply.

For more information and about MACC, visit: <https://masscc.org/>

Position Reports To: MACC Executive Director

Hours: full-time, salaried position with benefits

Starting Date: January 2022

Application Deadline: Open until filled, first review of candidates will begin on 12/6/21

Salary: \$70,000 - \$80,000

www.masscc.org

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