

Deputy Director and Policy Manager

Massachusetts Smart Growth Alliance

The Massachusetts Smart Growth Alliance (MSGA) seeks a full-time Deputy Director to coordinate our state policy campaigns and manage organizational operations. This position will be responsible for leading our advocacy with the Administration and Legislature, coordinating with the MSGA Steering Committee and other policy allies, supporting fundraising efforts, supervising the Office Manager, and overseeing organizational systems and major events. This position reports to the Executive Director.

Areas of Responsibility

Organizational Management

- Ensure good communication and collaboration among the organizational members of the Alliance.
- Lead development of an annual work plan for the Alliance in collaboration with the Executive Director, Steering Committee and subcommittees.
- Supervise efficient office systems and consultants pertaining to the database, website, communications, and others.
- Work with the Alliance's Policy Team to coordinate our advocacy campaigns.
- Represent MSGA at meetings, public events, and speaking engagements when the Executive Director is not available.
- Supervise the part-time Administrative Assistant as well as interns and volunteers.

Policy Campaigns

- With the MSGA Policy Team, develop strategy and work plans for advocacy campaigns related to issues of housing, environment, planning and infrastructure.
- Schedule campaign meetings as needed and maintain communication with coalition partners.
- Organize briefings and educational materials to orient legislators, the Administration, and local officials to smart growth policy matters.
- Support policy-related communications, including contributing to email bulletins, action alerts, social media, and blogs.
- Help build support for smart growth by growing our policy campaigns and cultivating a strong network of champions around the state.

Events and Fundraising

- Support fundraising efforts by assisting with grant writing and reporting, identifying and meeting with potential sponsors, and cultivating donors.
- Convene a staff team to plan and organize a statewide smart growth conference.

Qualifications

- Strong communication skills essential. Ability to present to funders, speak effectively in public, or facilitate coalition meetings.
- Comfortable working independently and staying organized.
- Experience managing advocacy campaigns or working with public officials. Experience and relationships at the State House helpful.
- Excellent writing skills.
- Interest in nonprofit management.
- Successful fundraising experience encouraged.
- Interest in smart growth, equity, and sustainable development.
- Solid project management experience with a track record of meeting deadlines.
- Bachelor's degree strongly encouraged; Master's degree preferred.
- Strong computer skills and a willingness to learn.

Application Details

- Please send resume and cover letter expressing interest and qualifications to andre@ma-smartgrowth.org. Please include "Deputy Director" in the subject line.
- Applications will be reviewed on a rolling basis.
- This is a full-time, benefits-eligible position.
- Starting salary estimated at \$65-75,000 with modification possible depending on skills and experience.

The Massachusetts Smart Growth Alliance is an Equal Opportunity Employer. Candidates of color are encouraged to apply.

About the Massachusetts Smart Growth Alliance

The Massachusetts Smart Growth Alliance (MSGA) promotes healthy and diverse communities, protects critical environmental resources and working landscapes, and supports equitable community development and urban reinvestment. It was formed in 2003 by the following organizations: Boston Society of Architects (BSA), Citizens' Housing and Planning Association (CHAPA), Conservation Law Foundation (CLF), Environmental League of Massachusetts (ELM), Fair Housing Center of Greater Boston (FHC), Massachusetts Association of Community Development Corporations (MACDC), and the Metropolitan Area Planning Council (MAPC).