

**BOYS AND GIRLS CLUBS OF DORCHESTER  
JOB POSTING**

**TITLE:** Director of Government Relations & Community Liaison  
**DEPARTMENT:** Development  
**REPORTS TO:** President & CEO  
**FLSA STATUS:** Exempt

**JOB SUMMARY/PRIMARY FUNCTION:**

The Director of Government Relations & Community Liaison will interact with local, state and federal legislative bodies and government agencies to represent and protect the business plans and interests of the Boys & Girls Clubs of Dorchester (BGCD) and the Building Dorchester's Future (BDF) campaign.

**KEY ROLES: (Essential Job Responsibilities)**

- Support engagement with all levels of municipal, state and federal governments, including developing and executing strategy to secure capital and programmatic funding as well as public policy objectives that support the BGCD mission.
- Work collaboratively both inside and outside of the BGCD and the BDF campaign to develop and maintain mutually beneficial relationships with members of the Massachusetts legislature, members of Congress, legislative staff, and senior-level staff at municipal, state and federal agencies.
- At the federal level, advocate strongly and effectively for the interests of the BGCD and the BDF campaign interests, with particular emphasis on funding opportunities, public policy related to out-of-school time facilities and programs, child care and related youth welfare efforts.
- At the state and municipal level, focus on the interests of the BGCD and the BDF campaign in Massachusetts and the City of Boston with an emphasis on funding opportunities that arise from federal appropriations, and on policies affecting BGDC's program operations and capital projects.
- Serve as a senior member of BGDC's senior administrative team and participate in BDF campaign Steering Committee meetings.
- Operate at a strategic level, not only developing and executing long-range plans, but also articulating strategies and external conditions to senior leadership, including the CEO.
- Effectively lay out a vision and marshal support for BGDC and BDF campaign activities in a fast-paced, highly entrepreneurial environment.

**EDUCATION AND EXPERIENCE QUALIFICATIONS:**

- Bachelors degree in Business Administration, Political Science, Public Relations or related field required; MBA or law degree preferred.
- Ten years of experience in advocacy or public policy required.

**SKILLS:**

- Strong verbal and written communication skills.
- Excellent interpersonal, listening and negotiating skills.
- Strong government contacts at local, state and federal levels.
- Highly motivated leader with the ability to take initiative and work as a team player.
- Strong critical thinker with demonstrated ability of strategy development and execution and prioritization of work, including the ability to create and communicate tactical objectives and action plans.

- Ability to interface effectively across all levels of the BGCD and BDF campaign community, including: executive management, staff, board members, donors, volunteers and friends.
- Demonstrated high standards of ethics and integrity.
- Ability and willingness to travel, as necessary.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility. Job frequently requires sitting, standing, walking, handling objects with hands, talking, hearing, typing and looking at a computer screen. Job occasionally requires reaching and lifting up to 10 pounds.

#### **RELATIONSHIPS:**

*Internal:* Maintain close contact with CEO and Director of Philanthropy to provide updates on advocacy efforts and funding opportunities and have a deep understanding of the organizational mission, program objectives and standards.

*External:* Maintain contact with all levels of municipal, state and federal government personnel, including members of Massachusetts legislature, members of Congress, legislative staff and senior level agency staff.