



## DIRECTOR JOB DESCRIPTION

### ORGANIZATION DESCRIPTION

Established in 1992, the Massachusetts Coalition for Adult Education (MCAE) is a private, 501(c)(3) organization that champions adult basic education and the right of all adults to acquire 21<sup>st</sup> century literacy, English language and numeracy skills leading to economic prosperity, strong families and vibrant communities. With its membership roster of approximately 500 individuals and 50 agencies, MCAE is the Commonwealth's leading organization for conducting successful public policy and advocacy campaigns on behalf of adult basic education. MCAE also sponsors NETWORK, the largest adult basic education conference in New England. For more information about MCAE, please visit [www.mcae.net](http://www.mcae.net).

### POSITION SUMMARY

MCAE is looking for an energetic, talented and poised self-starter to lead the organization. The ideal candidate for this position will have demonstrated strong advocacy, organizing and strategic acumen; excellent verbal and written communication skills; a mature interpersonal style; a positive and enthusiastic attitude and a sense of humor. The candidate must exercise excellent judgment and discretion with confidential or sensitive materials and be a problem solver. For the right candidate, this position is an exciting, hands-on opportunity to work with the state's leading organization in ABE public policy, decision-makers and elected officials.

The Director is an employee of MCAE and will be located at an office in Boston. There is flexibility to work remotely.

### RESPONSIBILITIES

In order to advance the organization's vision and strategic plan, the major areas of responsibility for the Director include: public policy, membership and administration.

#### **Public Policy and Membership:**

In collaboration with the Public Policy Committee and Public Policy Co-Chairs, assist with developing and implementing the annual legislative and budget campaign, campaign structure, strategies, calendar and materials, including:

1. Track ABE-related state and federal budget developments and legislation, legislators' positions on budget, legislation and other relevant campaign issues, and report to Public Policy Co-Chairs and committee members.
2. Schedule appointments for Public Policy Committee members, decision-makers and legislators.
3. Inform and mobilize Adult Basic Education (ABE) programs, staff, students and supporters to participate throughout the public policy campaign, using personal outreach, meetings, email alerts, e-newsletters, social media, trainings and technical assistance as needed.
4. Participate in coalition and relationship building with legislators, legislative staff and allied organizations.
5. Attend monthly Public Policy Committee meetings, and disseminate information and agendas as required.
6. Generate required reports, including lobbying filings with the Secretary of State, and periodic reports on the effectiveness of the public policy campaign.
7. Confirm the Public Policy strand of workshops at NETWORK, prepare appropriate public policy handouts and coordinate coverage for the advocacy table at NETWORK.
8. Develop and execute a membership plan to cultivate and engage individual and organizational members.
9. Assist with the solicitation of NETWORK sponsors.

#### **Administration:**

1. Collaborate with the MCAE Board to develop the organization's vision and strategic plan.
2. Attend MCAE Board meetings, NETWORK, the Annual Meeting, Public Policy Committee meetings and other committees as required.
3. Complete administrative tasks and financial reports necessary for day-to-day operations.
4. Assist with other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree.
2. Demonstrated success in grassroots organizing, advocacy campaigns and political strategizing.
3. Demonstrated excellent skills in the following areas:
  - a. written and oral communication;
  - b. interpersonal communication and ability to motivate others;
  - c. organization and attention to detail;
  - d. presentation and public speaking;
  - e. computer applications, including email, list-serve and data base use, and creating reports from a database.
4. Ability to work with diverse groups, independently and as part of a team.
5. Some travel may be required; must have access to reliable transportation.

6. Will work flexible hours when necessary which includes evenings and weekends during busy times of the year

#### PREFERRED QUALIFICATIONS

1. Experience in advocacy and political strategizing, and working with the legislature in Massachusetts.
2. Familiarity with Constant Contact, social media, web sites and desktop publishing.

#### TO APPLY

No phone calls, please. Email cover letter and resume to: [litvolma@aol.com](mailto:litvolma@aol.com); subject: MCAE Director

#### COMPENSATION

This is a 24-32 hour per week, salaried position with flexibility to work 3-4 days per week and work remotely. Salary range is \$40,000 to \$50,000, commensurate with experience with an opportunity for long-term growth. Benefits package to be negotiated. EOE.

#### DEADLINE TO APPLY

Resumes will be reviewed starting July 26 and will be accepted until the position is filled. Anticipated start date is September 13.