



JOB DESCRIPTION

POSITION: Director Legislative and Governmental Affairs	
SUPERVISOR: CEO	STATUS: Full time, exempt
WORK SITE: 6 Institute Road, Worcester	SCHEDULE: M-F 9a-5p

BASIC FUNCTION:

This position is responsible for developing and communicating CMHA’s mission and priorities to state, federal and local officials. The Director works with community partners, persons with lived experience, and community members to raise awareness of the real issues of homelessness and lack of affordable housing opportunities in the Worcester County area. This partnership will work together to mobilize action through community education, coalition building, and media strategies, promoting policy and budget initiatives to reduce homelessness and increase access to affordable housing. This involves coordinating the Housing, Homelessness and Benefits Forum meetings; coordinating the families forum; facilitating the development of local state and federal advocacy priorities with community input; implementing outreach and advocacy efforts for legislative and budget priorities to mobilize community-wide support, including the planning of the Annual Legislative Briefing; and representing CMHA in a variety of public forums with partners throughout the Commonwealth. The Director maintains communication with elected officials and local government officials in coordination with the CEO. To accomplish these duties, the Director must maintain their knowledge of housing in the communities in Worcester County.

The Director assists in coordinating the planning efforts of the Worcester City and County Continuum of Care, to develop a comprehensive and streamlined homeless response system that actively engages stakeholders from various sectors of the community. Activities involve tracking and promoting federal, state and local policies to increase housing and reduce homelessness; attending and presenting at various community meetings and forums; preparing materials for various Continuum of Care meetings; assisting in the coordination of the Annual HUD Point in Time Count; and contributing to the submission of the annual Continuum of Care funding application.

Diversity is a core value at CMHA. We are passionate about building and sustaining an inclusive and equitable environment for all staff, vendors and people served. The Director will exhibit this.

Essential Functions and Responsibilities:

1. Develop and maintain relationships with federal, state, and local officials across Worcester County informing them of the current needs of CMHA clients and promoting policy initiatives
2. Develop networks with and maintain relationships with local human service and statewide advocacy and service providers around issues of homelessness, affordable housing, anti-poverty, and benefits issues across Worcester County
3. Plan and lead the Housing, Homelessness and Benefits Forum and the Families Forum hosted by CMHA.
4. Recruit broad participation in a campaign to support annual local, legislative, and budgetary priorities including building a network response to legislative action, small and large delegation meetings, organizing the Annual Legislative Briefing, and speaking engagements to demonstrate support for campaign priorities.
5. Work with service staff at CMHA and at partner agencies to build a speakers Bureau of community people impacted by the issues of homelessness, poverty, and lack of affordable housing to communicate those stories and assist in advocacy and education program through speaking to the media, elected officials, and at community forums.
6. Prepare educational materials for general public and legislative advocacy supporters on pertinent legislative and budget campaign issues.
7. Mobilize community efforts to support CMHA's policy and advocacy initiatives
8. Serve as CMHA liaison to statewide advocacy partners including but not limited to CHAPA and Massachusetts Coalition for the Homeless.
9. Work with the data (HMIS) staff at CMHA to coordinate outreach and analysis for the annual HUD Point in Time Count of homeless persons.
10. In collaboration with the CEO and HMIS staff, develop messaging and media strategies to promote the CMHA work and advocacy strategies.
11. Other duties as assigned.

Position Requirements at Time of Hire:

Education: College Degree in related field and/or 5 years of related experience

Work/Professional Experience:

- Minimum of 3 years working with federal, state and local elected and appointed officials
- Experience engaging community members and persons with lived experience
- Experience organizing and facilitating community meetings/events
- Knowledge of community players, issues, and legislative process.
- Understanding of housing/homelessness issues in Worcester county
- Strong verbal and written communication skills.

Special Skills and Competencies:

Position requires strong organizational skills including an ability to meet deadlines and maintain focus and flexibility in a fast-paced environment.

Special Work Conditions: N/A

All interested candidates, please forward resume and cover letter to Leah Bradley at lbradley@cmhaonline.org