



Manager of Government Affairs

September 5, 2025

Company: Massachusetts Association of Approved Private Special Education Schools (MAAPS)

Job description: The Massachusetts Association of Approved Private Special Education Schools (MAAPS or the Association) is seeking a full-time **Manager of Government Affairs** to oversee activities related to government affairs, public policy and advocacy.

About MAAPS: For over four decades, MAAPS has been the professional membership association for the approved, private, special education schools in New England. As New England's voice for schools serving students with special needs, MAAPS provides an array of services to its members schools, including advocacy, education and training, research and analysis. MAAPS is committed to ensuring that all children with special needs have access to high-quality educational experiences and treatment options necessary to support their individual development and to fulfill their potential.

Summary of the Role: MAAPS' **Manager of Government Affairs** will play a critical role to ensure the realization of MAAPS' longstanding mission and new strategic plan. You will be the driving force behind public policy, advocacy, and supporting the Executive Director's work, particularly at the Massachusetts State House. You will have substantial responsibilities regarding public policy and grassroots indicatives, and membership visits. As MAAPS is a small team, you will have the opportunity to work directly with all of our initiatives and programs.

Responsibilities: The **Manager of Government Affairs** position will coordinate, execute and manage the Association's public policy, government & legislative affairs and advocacy program.

- Government Affairs & Public Policy: Establish and maintain strong working relationships with members of the General Court and Executive Branch in Massachusetts.
 1. Engagement with the Administration, and House and Senate Committees with jurisdiction of interest to MAAPS.
 2. Active participant in implementing the annual MAAPS government affairs requests.
 3. Represent the public policy interest of MAAPS before state, federal and municipal officials.
 4. Serve as a liaison with the consultants representing MAAPS, associations that MAAPS is a member of and other third-party stakeholders on behalf of MAAPS.
- General Court: Establish a legislative platform that is proactive, ambitious, and noteworthy. Develop and recommend strategies to influence legislation and policies in alignment with MAAPS' goals and priorities, including:
 1. Identify opportunities for proactive engagement and anticipate potential challenges.
 2. Develop and present testimony, coach others in presentation of testimony, represent MAAPS' interests on key legislative issues, task forces, committees.



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3. Draft legislation and bill/budget amendments as needed, including identifying legislative sponsors for all.
 4. Conduct analysis of legislative proposals and policy developments, tracking legislation that directly or indirectly impacts MAAPS, its workforce, and its members; research and analyze the state budget.
 5. Working closely with affiliated industry associations, research, analyze, and monitor legislative and regulatory developments at local, state, and federal levels.
 6. Read legislative briefs and bills, keeping up to date on progress at the MA State House, Senate, and House of Representatives.
- U.S. Congress and U.S. Departments: Establish a national legislative platform that is proactive, ambitious, and noteworthy. Develop and recommend strategies to influence national policies in alignment with MAAPS' goals and priorities.
 - Grassroots Advocacy: Design and implement a robust, multifaceted grassroots advocacy program (employees, community) to mobilize support for key legislative initiatives.
 - Consultants: Manage and work collaboratively with consultants on important external affairs initiatives.
 - Communications: Work with MAAPS and consultants to create an overall communications strategy to advance MAAPS' mission and its public policy agenda using print, website, social media and other communication channels; ensure a consistent outgoing stream of mail, email, and social media communication to legislators and their staffs.
 - Committees, Meetings and Events: Provide primary staff support for the MAAPS Government Affairs Committee and work to support other committees, present at the MAAPS Board of Directors meetings. Schedule regular legislator visits and tours of the members and program sites. Manage legislative briefings, meetings, receptions, public policy trainings and State House advocacy events.
 - Compliance: Work to ensure compliance with regulations and reporting requirements.
 - Support: The **Manager of Government Affairs** will support overall membership development efforts in conjunction with the Executive Director and support the Executive Director in public policy and advocacy for the Association, as well as support and participate in other activities of MAAPS as needed.
 - This position will also have other related duties as assigned by the Executive Director subject to the needs of the Association.

Team & Structure

- We are a small but highly effective staff looking for an ambitious team-player to join our team.
- Your Reports: You may supervise fellows or interns.



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- Your Supervisor: You will be supervised by Elizabeth D.R. Becker, Executive Director.

Equity Statement: MAAPS values a diverse workforce and is committed to creating a diverse and inclusive environment. MAAPS prohibits discrimination and harassment of any type and is proud to be an Equal Opportunity Employer. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.

Basic Qualifications

- Bachelor's degree in political science, public policy, pre-law, or a related field.
- 3+ years of prior relevant experience in legislative affairs, government relations, public policy, advocacy, with a non-profit organization or government agency, and past work in federal, state or local government a strong plus.
- The ideal candidate must have exceptional interpersonal, project management, and reporting, writing and editing skills and a proven record of working collaboratively with a wide range of colleagues and stakeholders.
- Proven record and strong understanding of the legislative process and political landscape in Massachusetts.
- The candidate should anticipate office/on location (State House, etc.) presence 2 days a week and will have responsibilities outside of normal business hours.
- Authorized to work in the United States, and ability to pass a background check.
- Travel required. You must have a current valid driver's license, and having a vehicle is preferred, but not necessary, but ability to attend meetings at various locations as needed.
- Computer literacy required.

Additional Qualifications and Skills

- Must be motivated to learn and be flexible, should have a demonstrated record of success in complex and fast paced organizations.
- Creative, self-starter and goal driven individual who can also work well with teams and a small staff and build consensus among diverse stakeholders.
- Proven ability to develop and execute effective advocacy campaigns.
- Detail-oriented with strong analytical and research skills.
- Demonstrated project management skills with the ability to independently manage complex, multifaceted projects and meet deadlines.
- Data driven with experience implementing tools to evaluate, measure and track program outcomes and impact.
- A demonstrated commitment to social justice, culturally responsive programming, and DEI.
- Exceptional written and oral communication and public speaking.
- Time management and flexibility with job duties and can exhibit follow through on tasks and goals.
- Excellent ability to effectively convey complex information to diverse audiences.
- Strong strategic thinking and analytical skills, with the ability to synthesize information and develop creative solutions.
- High level of professionalism, integrity, and discretion in handling sensitive and confidential information.



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Work Environment: Our office is currently located in Stoneham at 92 Montvale Ave., but anticipate that a Boston office for this position. We embrace a hybrid work approach, combining the advantages of face-to-face interactions with the flexibility of remote work. For this role, travel is required. You will typically work on location two days a week. Some weeks/times of year may require more on-site, in-office or in-State House or in-Washington DC, depending on operational need. You need an ability and willingness to engage in frequent and extensive travel over the state of Massachusetts to provide support to Association committees, events and functions. You must have a current valid driver's license, and having a vehicle is preferred, but not necessary, but ability to attend meetings at various locations as needed. The position offers a great collaborative work culture. If you are ready to devote your time and expertise on behalf of our member schools, then this position might be for you.

Benefits: MAAPS has a comprehensive benefits package for benefit of eligible employees. This includes medical, dental, paid time off, and retirement.

How to Apply: Please send your cover letter and resume to: info@maaps.org

Job type: Full Time/40 hours/week
Salary: Commensurate with experience
Status: Hybrid
Location: Stoneham, Massachusetts
Apply: info@maaps.org