Director of External Affairs - (23007NZ)

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

OVERVIEW OF ROLE:
The Director of External Affairs oversees all activities with the Secretary’s and Governor’s public affairs and external operations staff on matters related to the Executive Office of Housing and Livable Communities (EOHLC). The Director oversees the coordination of all event briefings for the Secretary or other Executive Office staff and provides technical advice for events hosted by the Secretary or sponsored by other Secretariats, constituent groups, municipalities, or other outside entities in which this Secretariat plays a role. Develops and oversees public relations communication processes with the Director of Communications. The Director strategically manages and plans the department’s public events to prioritize the Administration’s goals and key messaging. Duties involve work of highly confidential and complex environment, necessitating exposure to sensitive information, requiring considerable discretion, judgment, and diplomacy.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Directs:
   - Oversees all External Affairs activities with the Secretary’s and Governor’s public affairs and external affairs staff on matters related to EOHLC.
   - Liaison between the secretariat, divisions, and Governor’s office on all scheduling, event planning and preparation.
   - Reviews and approves matters involved in the external operations area, including but not limited to: all events applications, requests and activities, and their appropriateness; permit compliance; event budgets, financial planning, security, event production, logistics and technical support; event calendar and publicity.
   - Identifies branding opportunities for secretariat through events

2) Develops and implements:
   - Comprehensive strategy for public events.
   - Schedules prioritization for the Secretariat.
   - Recommends the acceptance of certain event invitations over others,
   - Plans events with agencies and quasis to amplify priorities and key messaging.

3) Manages:
   - Logistical support for events hosted and attended by the Secretariat.

4) Provides guidance and technical assistance:
   - Events hosted by constituent groups, municipalities or other outside entities in which this Secretariat plays a role.

5) Collaborates:
   - Activities with the Communications Office of the Secretary and Office of the Governor.
   - Incumbent will have access to confidential material/information that must be safeguarded at all times, such as spearheading the development of press releases for Secretariat programs and events, including key messages for social media.

6) Participates:
• Events or meetings with the Secretary when an operations presence is needed – larger speaking programs, events or meeting with significant follow-up items, etc.

7) Supervises:
• Day-to-day activities of the Deputy Director of External Affairs and the Advance Manager.

PREFERRED QUALIFICATIONS:
1. Background in government operations.
2. Strong interpersonal skills.
3. Outstanding verbal and written skills.
4. Ability to respond under tight deadlines.
5. Ability to build collaborative relationships within state government.
6. Ability to effectively communicate and engender trust with local communities.
7. Flexibility and a willingness to listen is essential.
8. Knowledge of a wide range of information, including housing, municipal management and public administration.
9. Knowledge of state and federal public housing, its regulations and tenant base.
10. Understanding of state and federal grant programs including CDBG (Community Development Block Grants), Low Income Housing Tax Credits, etc.
11. Flexibility to work nights and weekends as needed.

COMMENTS:
Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth’s website.

PRE-OFFER PROCESS:
A background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

QUALIFICATIONS:
MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five (5) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least one (1) year must have been in a project management, supervisory or managerial capacity or (C) any equivalent combination of the required experience and substitutions below.

Substitutions:

I. A certificate in a relevant or related field may be substituted for one (1) year of the required (A) experience.

II. A Bachelor's degree in a related field may be substituted for two (2) years of the required (A) experience.
III. A Graduate degree in a related field may be substituted for three (3) years of the required (A) experience.

IV. A Doctorate degree in a related field may be substituted for four (4) years of the required (A) experience.

**Comprehensive Benefits:**
When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future. Want the specifics? **Explore our Employee Benefits and Rewards!**

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

**Official Title:** Administrator VI  
**Functional Title:** Director of External Affairs  
**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street  
**Job:** Administrative Services  
**Agency:** Executive Office of Housing and Livable Communities  
**Schedule:** Full-time  
**Shift:** Day  
**Job Posting:** Jun 26, 2023, 3:58:51 PM  
**Number of Openings:** 1  
**Salary:** $41,017.08 - $125,000.00 Yearly  
**Bargaining Unit:** M99-Managers (EXE)  
**Confidential:** No  
**Hybrid Work Eligible:** Yes  
If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

**HOW TO APPLY:**  
[https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=230007NZ](https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=230007NZ)