



**Director of Government Relations and Contracts
(Boston and Waltham)**

The Director of Government Relations and Contracts is an experienced, passionate and strategic leader who will lead More Than Words to engage a wide range of public sector stakeholders and achieve ambitious goals around government contracts revenue, compliance, and local and state policy. The Director leads the prospecting and RFP process for government funding and manages compliance and youth enrollment on all government funding sources. The Director also collaborates with the Leadership Team to manage government relations and participate in policy and state budget processes. This role reports to the Chief Advancement Officer and works closely with the rest of the development team, the Chief Executive Officer, Chief of Advocacy and Community Engagement, Director of Administration, and intake team.

More Than Words is committed to ensuring our staff and board reflect the racial and ethnic diversity and lived experiences of the young adults we are privileged to serve. People of color are highly encouraged to apply.

About More Than Words

More Than Words (MTW) is a nonprofit social enterprise that empowers youth, ages 16-24, who are in the foster care system, court involved, homeless, or out of school to take charge of their lives by taking charge of a business. MTW offers job training opportunities and transition support services to equip youth with first-hand experience working as a team to operate retail and online businesses and to develop the tools to enable them to make progress around education, employment and life goals. The MTW model is premised on the belief that an actual job – one which provides hands-on, real-world training combined with high expectations, accountability and opportunities for personal development, is the best way to equip youth with marketable skills critical for success in work, college and life.

Key responsibilities of this position include, but are not limited to:

Government Revenue and Contracts (35%):

- Partners with the CEO and Chief Advancement Officer to **set ambitious annual and long term government fundraising targets**; develops, executes, and reports on tactics to meet goals.
- **Proactively finds new sources of government funding**, researches, and determines fit for MTW. Regularly monitors opportunities for funding by subscribing to all necessarily listervs and checking websites where grant solicitations are posted. Manages MTW to build necessary systems to expand beyond state and local funding and acquire federal government contracts, potentially including SNAP E&T.
- In collaboration with development team, **manages all parts of the RFP process for government sources**: maintains calendar of public sector RFPs, works with other staff to obtain all information needed for proposals and grant reports, ensures timely submission of effective

proposals, and stays up to date and engaged with the organization as a whole to inform materials. Collaborates with finance team to build, manage, and report on reasonable budgets.

- **Cultivates strong relationships to connect key contacts** involved in government funding streams to MTW as a whole. Hosts visits to MTW and regularly attends required meetings and convenings, including DCF Quarterly Meetings, DTA Learning Labs, EOHHS Sessions, and more. Appropriately identifies other MTW staff to attend meetings and build relationships.

Contract Compliance and Youth Enrollment (45%):

- Buck-stops leader within MTW for understanding and ensuring **all components of compliance, youth enrollment, and deliverables on all government contracts**. Tracks and manages reporting, data, invoicing, and auditing processes, directly executes many components, and proactively works with Director of Administration, Associate Director of Finance, and staff across the organization to ensure all requirements are met by MTW.
- **Executes and improves systems for compliance** to meet MTW's current and future growth in government contracts, including regularly auditing for areas of risk. Maintains paperwork and tracking of staff salary allocations, audits youth intake paperwork and case files for completeness for grant compliance, and supports MTW's annual audit and contract audits. Develops internal reporting system for tracking touchpoints with WIOA-funded youth.
- Collaborates with the intake and community engagement team on the composition of new youth added to the MTW team to **ensure training rounds fulfill contracts and fully spend down available government funds**. Reviews referral reports, participates in site intake meetings, and provides guidance to community engagement staff so MTW has a recruitment presence at events that will contribute to recruiting government-funded youth.
- With support of intake staff, collects data and completes and submits all forms, paperwork, and database entries to **formally enroll youth in government funding streams and contracts**.
- Collaborates with Director of Administration and Associate Director of Finance to **invoice, track, and follow-up on government funding payments**. Works flexibly to ensure timely collection of funding while functioning within a wide range of different systems managed by various departments and offices.

Government Relations (20%):

- With CEO, Chief Advancement Officer, and Leadership Team, develops and executes **strategy to build and maintain relationships with key government stakeholders** — in both elected offices and with public sector departments — including holding regular meetings, hosting visits, and networking at events.
- **Engages youth in government relations** by supporting them to give tours to visitors, join meetings and visits, and speak at events. Contributes to growing collection of stories of young people impacted by public systems, and leverages youth stories to make strong case for policy changes or funding.

- Maintains detailed knowledge of **policy issues impacting MTW youth**, including homelessness and housing, child welfare services and transitions, and juvenile and young adult justice. Tracks and analyzes proposed and existing legislation and identifies opportunities for MTW to add our voice to the policy process. Supports CEO to manage collaboration with groups leading advocacy efforts related to issues impacting MTW youth.
- Coordinates CEO, Chief Advancement Officer, and Leadership Team to **proactively participate in annual state budget process**, including tracking line-items impacting funding for MTW and issues important for our young people, and communicating with legislators and the executive branch to advocate for continued or increased funding.
- Flexibly collaborates as part of the development and community engagement teams by participating in a **wide range of meetings and public-facing opportunities to support MTW's broad community engagement and fundraising goals**. Speaks in public, and prepares MTW staff and young people to speak, on relevant issues.

Candidates should possess the following qualifications:

An ideal candidate will be a leader who is motivated by the MTW mission and being accountable for ambitious goals. They will have great interpersonal skills and LOVE being organized. Communicating with others should be a passion, and the candidate should enjoy taking in diverse information, listening to stakeholders, and finding ways to engage them in a mission-based movement. The candidate should be meticulous and fanatical about deadlines, with strong planning, project management, and follow through skills. The candidate should also be responsible, flexible, hardworking, ethical, trustworthy, sincere and willing to hold youth accountable for their choices.

Additionally, a strong-fit candidate will also have:

- At least 7 years of work experience with previous experience in government relations, government funding, grant writing, and/or compliance preferred.
- Exceptional oral and written communication skills including the demonstrated ability to professionally engage a wide range of stakeholders.
- A passion for organization and attention to detail
- Experience with contracts, budgets and compliance preferred.
- Ability to support occasional evening and weekend work and some travel as needed.
- Ability to lift and carry boxes of books weighing over 25 pounds, sit for long periods of time, and move up and down stairs.

Compensation: Competitive; Commensurate with skills and experience

To Apply: Send cover letter and resume to development@MTWyouth.org.

More Than Words is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, citizenship status, veteran status or any other characteristic protected by applicable federal, state or local laws.