

TITLE Public Policy and Government Relations Manager

SUPERVISOR Chief Policy Officer

DESCRIPTION *As a member of the MNA Public Policy and Government Relations team, the manager will work in collaboration with the chief policy officer to advance MNA's policy agenda and overall mission to support Michigan's nonprofit sector.*

POSITION RESPONSIBILITIES

The statements below are intended to describe the general nature and level of the work being performed by the individual(s) assigned to the position. This is not an exhaustive list of all duties and responsibilities. Michigan Nonprofit Association management reserves the right to amend and change responsibilities to meet business and organizational needs, as necessary.

STRATEGY DEVELOPMENT AND EXECUTION

- Track and research legislation relevant to Michigan's nonprofits and in alignment with MNA's Public Policy and Government Relations Plan.
- Identify key House and Senate Committees based on policy issues to be advanced by MNA; develop a regular engagement strategy with the committees for the team to follow.
- Track and report activities of the team in alignment with MNA's plan of work.
- Work closely with the MNA communications team to craft and execute strategies and tactics to communicate MNA's public policy work and priorities through various channels including in-person meetings, briefings, newsletters, etc.
- Proactively identify ways to increase MNA's visibility and impact in the policy space and amplify the voice and position of MNA members.
- Provide strategic and technical analysis of relevant public policies and track MNA policy activities and engagement.
- In partnership with the Program Innovation and Civic Engagement team, be an advocate for MNA's Civic and Community Engagement work (e.g. *Census, voting, redistricting, and volunteerism*)

PROJECT MANAGEMENT/LOGISTICS

- Assist in project management for key events such as Nonprofit Day at the Capitol (*statewide*) and Nonprofit Breakfasts with Legislators (*regional*) by developing and managing the timeline for task completion of all events logistics scheduling meetings with lawmakers and preparing materials for both MNA member participants and lawmakers.
- Support in staffing MNA's Public Policy Committee, Public Policy Advisory Council, Nonprofit Legislative Caucus, and Attorney General's Nonprofit Council for Charitable Trusts meetings, maintaining the membership roster, taking meeting attendance and meeting minutes, handling meeting logistics and coordinating the development and distribution of meeting materials.
- Attend meetings as assigned, take meeting minutes, and share report-outs to the Public Policy Committee and MNA staff as requested.
- Develop and/or edit various documents and meeting/presentation materials (*PowerPoint presentations, advocacy resources, etc.*) for nonprofit advocacy trainings.

INTERNAL/EXTERNAL COORDINATION AND EDUCATION

- Maintain strong relationships with lawmaker scheduling and/or policy staff at the state and federal levels.

- Maintain strong relationships with national nonprofit infrastructure organizations such as the National Council of Nonprofits.
- Actively facilitate collaboration and partnerships among MNA members and staff. Help to create and identify opportunities to advance the importance of policy advocacy for nonprofits.
- Help to inform an understanding of the cultural context of relevant policies.
- In partnership with MNA internal teams develop content for internal publications such as newsletters, press releases, email announcements and videos to facilitate organizational learning about relevant policy issues, the policy making process, current events and political dynamics affecting MNA members.
- Develop a detailed understanding of the rules governing advocacy activities with policymakers and on issues related to compliance (*e.g., lobbying, and electioneering restrictions*) and share this with nonprofits
- Engage MNA members around public policy making processes and procedures, helping to identify engagement opportunities.
- Participate in nonprofit activities, meetings and events as assigned by the chief policy officer.
- Work with other nonprofit infrastructure organizations to collaborate on policy priorities.

SUPPORT FOR THE PUBLIC POLICY AND GOVERNMENT RELATIONS TEAM

- Assist with meeting coordination, scheduling, preparing briefing materials/information, and follow up.
- Follow up on phone calls and contacts; respond to all requests that can be dealt with independently and confidentially as appropriate.
- Check e-mail to support timely and appropriate responses to internal and external stakeholders.
- Support print and digital data and file management needs, including Salesforce and SharePoint maintenance.
- Collaborate on projects and events as needed.
- Actively participate in department and staff meetings.
- Continually find opportunities to take initiative in providing support and assistance.
- Work with the Operations team to coordinate contracts with approved vendors and locations to be used for programs and meetings.

POSITION REQUIREMENTS

- This position will require regular and predictable in-person attendance and cannot be performed 100% remotely. It will require in-state and out-of-state travel, all of which will be reimbursable by the organization.
- Enthusiastic ambassador for the nonprofit sector with experience supporting and advocating for nonprofits.
- A can-do, positive, and productive attitude and a good sense of humor.
- A driven self-starter who is open to collaborative brainstorming and excels in a work environment that is entrepreneurial and innovative with minimal direction.
- Ability to thrive and succeed in a fast-paced environment, while always delivering performance and products with excellence.
- Strong organizational and project management skills, with keen attention to detail and ability to adapt and execute under deadlines.
- Must be a creative & systems thinker that takes initiative.
- Excel in a diverse and collaborative work environment.

- Excellent interpersonal and communication skills (*written and verbal*), including the ability to listen effectively and responsiveness that is appropriate, tactful, and swift.
- Ability to be held accountable for responsibilities and actions in the position.
- Understanding of state government & the legislative processes.
- High level of proficiency with Microsoft Office 365 platform.

WORKPLACE & ORGANIZATIONAL CULTURE

- We are committed to fostering a diverse, inclusive, and equitable workplace where every employee feels they belong, are respected, and are valued for who they are. All qualified applicants will be considered for employment regardless of race, color, religion, gender, gender identity, sexual orientation, national origin, citizenship, genetics, disability, age, or veteran status.
- At MNA, diversity, equity, inclusion, and justice guide our hiring practices. We know our team is stronger when it reflects a variety of backgrounds and perspectives, which drives better ideas, solutions, and impact.
- We take pride in a culture that supports work–life integration, helping our team thrive both personally and professionally.

EDUCATION & EXPERIENCE

- Minimum of 2 years of experience in public policy advocacy, constituent relations, communications, or project management.
- Experience in nonprofit, foundation or membership organization is preferred.
- Bachelor's degree in public administration, public policy, journalism, communications, or related field.

SUPERVISORY ROLE

- No

EXEMPT OR NON-EXEMPT

- This position is classified as exempt and does not receive overtime pay compensation.

LOCATION

- Candidates must reside in Michigan or be willing to relocate to the state.
- This role requires regular, predictable in-person participation and cannot be performed fully remotely.
- In-person responsibilities will take place statewide across Michigan, with a strong focus in the Lansing area.
- MNA also hosts periodic in-person gatherings that bring the full team together for collaboration, connection & planning.

COMPENSATION PACKAGE

- **Salary Range:** \$50,000 - \$60,000
- **Comprehensive Benefit:** a package that supports your health, well-being and future, including:
 - Medical, dental and vision insurance

- Health Savings Account (*HSA*) and Flexible Spending Accounts (*Health Care & Dependent Care options*)
- Life Insurance, plus short-and-long term disability coverage
- 401(k) with employer match and 403(b) retirement plan options
- Generous vacation, paid time off, paid holidays, and a flexible work schedule to support work-life integration
- **Professional Growth:** Annual funding is provided to support your ongoing learning, training and development opportunities.

HOW TO APPLY

- If you are interested in applying and learning more about the open position at Michigan Nonprofit Association, please submit a resume and cover letter to Beckie Hawes-Baggett (hr@mnaonline.org)

**ALL RESUMES SHOULD BE SUBMITTED BY
WEDNESDAY, SEPTEMBER 30, 2026**