

Policy Director

Municipal Research and Services Center (MRSC) seeks a collaborative, forward-thinking Policy Director to lead a team of highly-skilled professionals providing trusted guidance, training, and services to local governments across Washington State in areas such as finance, policy, procurement, planning, and land use. This role combines organizational leadership with hands-on subject matter expertise, supporting local governments directly while helping shape the future of MRSC's programs, services, and strategic initiatives as a member of the Leadership Team.

MRSC's office is located in Tacoma, Washington. This position may work remotely from anywhere within Washington State. Periodic travel is required for trainings, conferences, quarterly team meetings, and other in-person events.

PRINCIPAL DUTIES

- **Program Development** – Serve on the Leadership Team to advance [MRSC's strategic goals](#), strengthen organizational policies and procedures, participate in developing/improving existing programs, expand services, and reach new clients.
- **Leadership** – Develop and lead the Policy Team's annual work program, provide mentorship, and conduct performance evaluations.
- **Website** – Develop and maintain accurate, current topic-page content.
- **Blog and E-Newsletters** – Write timely content on local government topics for MRSC publications.
- **Training and Outreach** – Develop, coordinate, and present training for local government officials and staff through conferences, workshops, and webinars.
- **Inquiries** – Research and respond to inquiries from government and nonprofit partners, document responses, and collaborate with consultants as needed.
- **Outreach** – Engage with local government, special purpose district, and nonprofit partners on key local government issues.
- **Customer and Association Relations** – Build and maintain collaborative relationships with local government associations and professional organizations.
- **Emerging Issues** – Identify emerging issues, best practices, and comparative research opportunities that are relevant to MRSC customers and services.
- **Special Projects** – Lead or participate in multidisciplinary teams developing tools and resources for local governments.
- **Professional Development** – Maintain current local government expertise and applicable professional certifications.
- Perform other duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, planning, policy, finance, human resources, or other local government related field.
- Ten years of local-government related experience with at least three years in a leadership, supervisor, team lead, senior, executive, principal, or comparable role.

Equivalent combinations of education, training, and experience that demonstrate the knowledge, skills, and abilities required to perform the position will be considered.

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to work independently with minimal supervision to provide prompt, responsive, accurate, and professional services.

- Strong project planning and organization skills.
- Ability to prioritize work, meet deadlines, and manage several projects simultaneously.
- Excellent research and communication skills and the ability to work cooperatively with others.
- Commitment to [MRSC's Guiding Values and Principles](#).

PREFERRED QUALIFICATIONS

- A Master's Degree in planning, policy, public administration, or other local government service area.
- Specialized knowledge or experience in one or more areas of high interest to MRSC's local government customers, such as Washington State planning laws and land use, finance, procurement, personnel laws and labor relations, public administration, local government AI/technology implementation, and/or public works.
- Proven people manager with experience supporting highly-skilled professionals, fostering innovation, and leading change.

COMPENSATION AND BENEFITS. The full salary range is \$120,500 to \$170,000 with the starting salary up to the mid-point of the range depending on qualifications and experience. In addition to a rewarding work environment, MRSC offers [excellent benefits](#) including:

- Tax Sheltered Annuity (TSA) retirement savings plan with an MRSC contribution of 7.5% of gross earnings
- 100% Medical premium for enrolled employees, 50% for spouse/domestic partner, and 80% for qualified dependents
- 100% Dental and vision premium for enrolled employees and dependents
- Optional flexible spending account
- ORCA Card transit pass
- Learning and development support
- Paid vacation and sick leave
- 11 Paid state holidays plus 2 floating holidays
- Wellness program incentive
- Home internet reimbursement (\$40 per month)
- Up to \$2,000 Home office setup allowance

ABOUT MRSC. MRSC is a private nonprofit organization devoted to empowering local governments in Washington State to better serve their communities. We provide services to Washington's 281 cities and towns, 39 counties, and hundreds of special purpose districts, state agencies, and other government partners through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, non-partisan, trustworthy advice and resources. Learn more at mrsc.org.

MRSC's TEAM. Our 29-person team includes attorneys, policy and finance experts, professionals with experience in local government planning and contracting/procurement; communications specialists; program and accounting administrators; and information technology staff. We work in a collaborative, team-oriented, mostly virtual environment. [MRSC's Guiding Values and Principles](#).

INCLUSION. Our mission is best advanced by the leadership and contributions of individuals of diverse backgrounds, experiences, beliefs, and culture. We encourage applicants from all cultures, races, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, caste, or other characteristics protected by state or federal law or local ordinance.



TO APPLY. Please submit a letter of interest, resume, and responses to the below questions (250 words or less per question) to Aimy Enriquez at aenriquez@mrsc.org. This position is open until filled; the first review deadline is October 26, 4:00 p.m. (Pacific Time).

1. Describe a change, improvement, or new initiative that you led. What was your role, what challenges did you encounter, and what was the outcome?
1. Share about a time you led a team through a challenging situation. How did you approach it, and what did you learn?
2. What interests you about MRSC's mission and services? How do you envision your experience could be used to strengthen or enhance the support MRSC provides to local governments?

MRSC is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the application process, contact Aimy Enriquez, HR and Admin Analyst at aenriquez@mrsc.org or 206-625-1300 x125.