

Job Description for the Director of Professional Affairs (DPA)

The Massachusetts Psychological Association (MPA) is seeking a Director of Professional Affairs.

The purpose of the Massachusetts Psychological Association is to advance psychology as a science, as a profession, and as a means of promoting human welfare. In accordance with the MPA Constitution and Bylaws, the Director of Professional Affairs (DPA) is responsible for monitoring and responding to professional affairs that affect Massachusetts Psychologists. The DPA is also responsible for providing leadership in advancing the Strategic Plan of the organization, which includes the goals of broadening the diversity of membership, promoting member engagement, building professional community, streamlining governance, and modernizing operations. The DPA will carry out the following responsibilities in a manner consistent with the MPA's Mission, Strategic Plan, Diversity Statement, and other policies set forth by the Board of Directors (BOD):

- I. **Intraorganizational Responsibilities:** The DPA will work closely with and under the direction of the Executive Director (ED) and BOD to advise the MPA and provide recommendations on issues related to professional affairs. The DPA will:
 - A. Attend monthly BOD meetings to provide updates and recommendations, as well as receive constructive feedback, on all DPA activities;
 - B. Prepare written monthly reports for the BOD on DPA activities;
 - C. Attend staff and committee meetings as directed by the ED;
 - D. Work closely with Advocacy Committee and Assessment Committee to ensure their involvement in decision-making regarding relevant professional affairs (e.g., attend committee meetings; support the committees' leadership; advise on committee efforts); and
 - E. Provide ongoing support, guidance, and education to the Rosenblum Fellowship for Advocacy Training Fellow (e.g., meet regularly; supervise the Fellow's major project anchored in the MPA Mission, Strategic Plan, and Diversity Statement).

- II. **Interorganizational Responsibilities:** In direct collaboration with the ED and BOD, the DPA will act as MPA's representative liaison to relevant agencies. The DPA will:
 - A. Act as the MPA's liaison to the Commonwealth of Massachusetts, including the Division of Professional Licensure and Department of Public Health;
 - B. Serve on legislatively-mandated task forces to represent the MPA;
 - C. Attend or delegate attendance at regular meetings with regional and, when relevant, national health plans;
 - D. Act as MPA's liaison to the Massachusetts Mental Health Coalition;
 - E. Participate in monthly DPA meetings and maintain communication with DPAs in other states to gather information, monitor practice trends, and enhance MPA's strong presence among other state associations and within the American Psychological Association (APA); and
 - F. Participate in the APA's annual Practice Leadership Conference in D.C.

- III. **Member Services Responsibilities:** The DPA is a key communicator between the MPA and its members and is responsible for maintaining transparency and keeping members fully informed. The DPA will:
 - A. Respond to member inquiries regarding professional issues in a timely manner;
 - B. Provide members with weekly or monthly, as appropriate, updates on matters related to

- legislative affairs, regulatory issues, and health plan meetings;
- C. Clearly communicate MPA's position and work on key issues to members; and
- D. Provide professional affairs and member resource content for MPA's website.

- IV. **Advocacy Responsibilities:** In collaboration with the ED and BOD, the DPA will facilitate advocacy in professional affairs activities for MPA. The DPA will:
- A. Monitor and respond to professional affairs affecting MA psychologists, including challenges to members' practices arising from existing/proposed state regulations/legislation and the policies of Massachusetts health payers/insurers;
 - B. Serve on boards, commissions, and task forces;
 - C. Work with lobbyists to draft/present testimony and coordinate others' testimony for legislative/regulatory committees and task force hearings; and
 - D. Advocate for improvement in the policies of health payors/insurers (e.g., maintain regular communication with state regulatory agencies and health plans to address these issues).
- V. **Commitment to Diversity, Equity and Inclusion Across All Responsibilities:** The successful candidate for the DPA position will share a commitment to Diversity, Equity, and Inclusion (DEI) consistent with the values and Strategic Plan of MPA. The DPA will:
- A. Lead efforts to promote equitable/inclusive systems throughout the state and to eliminate disparities in access/quality of mental health care provided to the diverse populations served by MPA members;
 - B. Apprise the BOD and membership of legislative and regulatory issues that promote or jeopardize the health/well-being of residents of the state, particularly those who have been historically marginalized and oppressed;
 - C. Lead efforts to remove barriers to training, licensure, and access to the profession for students and early career psychologists from underrepresented and marginalized populations;
 - D. Represent MPA's DEI values and priorities in the context of advocacy and other DPA activities, as well as when acting as a liaison to local/state and national organizations; and
 - E. Consult regularly with MPA leadership and DEI consultants to anchor DPA efforts and initiatives in openness, transparency, inclusivity, and cultural humility.

Candidate Requirements:

1. Licensure as a psychologist in Massachusetts;
2. Demonstrated cultural competence and cultural humility;
3. Ability to effectively represent MPA's positions on a variety of issues;
4. Strong leadership and interpersonal skills;
5. Adept at public speaking;
6. Ability to adapt to different roles and environments;
7. Persuasive, efficient, clear, and transparent writing skills; and
8. Knowledge of, or willingness to learn about, public policy issues and trends relevant to Psychology

Candidate Preferences:

1. Experience implementing Diversity, Equity and Inclusion initiatives;
2. Experience in a variety of healthcare settings (e.g., outpatient private practice, inpatient units, hospitals, community mental health centers, skilled nursing facilities, emergency departments,

- rehabilitation settings) and knowledge of challenges/issues relevant to these settings;
3. Experience writing position papers and reviewing laws, regulations, and proposed legislation to assess their impact on psychologists; and
 4. Knowledge of CPT codes and experience with Massachusetts health plan payer reimbursement policies.

Travel Requirements: The DPA will attend an annual 4-day trip in D.C. for the APA State Leadership Conference and will be required to attend periodic meetings in Boston with legislators/regulators and the Massachusetts Mental Health Coalition.

Compensation: This is a 30-hour-per-week position with an annual salary of \$75,000. Benefits include paid time off, a Med125 plan, 401(k) participation, and life insurance.

Application Process: Interested candidates should submit a letter of application detailing relevant experience, along with a current curriculum vitae, to wagner@masspsych.org. Application materials are due no later than Friday, June 27, 2025.

MPA is an equal opportunity / affirmative action employer committed to inclusion and cultural diversity in the workplace. Employment selection and related decisions are made without regard to sex, race, color, age, disability, religion, national origin, sexual preference, genetic information, or any other protected class.