

Assistant Director, Model Procurement Code Reform

Location: Flexible within the U.S. but requires access to a major U.S. airport for travel.

Position Type: Full-time

About Us:

At Partners for Public Good, we believe that when government works, communities thrive. Launching in March 2025, we are a fast-growing nonprofit dedicated to helping state and local governments to harness core operational functions – procurement, staffing, digital infrastructure, and budgeting – to drive public impact.

Our journey began in 2011 at the Harvard Kennedy School’s Government Performance Lab, where we set out to transform public procurement. Since then, we’ve worked with hundreds of governments across the country to make their procurement systems more efficient, fair, and results-driven. In 2022, we launched the Procurement Excellence Network, putting our tools and strategies in the hands of over two thousand public servants. Today, our team of doers, coaches, and advisors partners with governments to create lasting, impactful change. Our vision is simple: every resident has a government they can count on, every day.

Position Overview:

Reporting to the Vice President, Partners for Public Good (PPG) is seeking an Assistant Director to serve as lead for the organization’s efforts to support the revision and adoption of the American Bar Association’s Model Procurement Code (MPC). This role is an exciting opportunity to help drive the future of public procurement in the United States.

The MPC is a comprehensive code that seeks to “create transparent, competitive, and reliable processes” for public procurement. The MPC is the starting point for many state and local procurement laws and regulations. Now, nearly 25 years since the last revision of the MPC in 2000, a collaborative group of entities and volunteers have begun the process of drafting revisions to the MPC, to develop a revised Code that will be promoted for adoption by state and local governments.

Role & Organizational Impact:

At PPG, Assistant Directors are members of the leadership team, responsible for leading teams of Project Leaders and Senior Associates to deliver high-quality outcomes, tracking progress against strategic objectives, and reporting results to senior leadership. Assistant Directors also contribute to enterprise improvement efforts, strategic decision-making, and fostering funding relationships to sustain and grow PPG’s impact.

PPG’s role in the MPC project is likely to include 1) staffing and project managing committees of experts who are diagnosing deficiencies in the current MPC and developing proposed solutions/alternative provisions, 2) sourcing feedback on revisions from a wide array of stakeholders and conducting research to close knowledge gaps identified by stakeholders, 3) leading development of long-range project workplans, and 4) launching an outreach strategy to increase broad awareness of the revision effort (and eventual new MPC when issued) among industry and state and local government professionals.



Key Responsibilities:

1. Program Leadership and Strategic Visioning:

- Lead PPG's involvement in the Model Procurement Code (MPC) revision project, working closely with stakeholders from the American Bar Association (ABA), the National Association of State Procurement Officials (NASPO), the MPC Governance Committee, and drafting committee members.
- Develop a thorough understanding of the MPC and its scale of adoption.
- Serve as a valuable advisor to the overall MPC revision effort.

2. Project Planning and Management

- Provide project management support to committees and reporters, including identifying roles and key next steps, facilitating meetings, and designing workflows and procedures that appropriately allocate time and resources.
- Work with stakeholders to further design and conceptualize the long-range process for MPC revisions, including designing long-range work plans and gathering buy-in from collaborators for timelines and procedures.
- Manage and communicate key deadlines and potential risks that may delay effort; develop approaches to mitigate risks.

3. Analysis and Research

- Working with committees, stakeholders, and consultants, provide analytic and research support to diagnose outdated sections of the MPC, conduct research on how state and local codes have evolved over the past 25 years, and understand potential barriers to adoption.
- Synthesize complex and conflicting recommendations to help drafting committees arrive at recommendations; seek the expertise of external experts and stakeholders as needed.
- Develop creative research methods for gaining insights from a wide array of government practitioners and industry representatives.

4. Communications and Engagement

- Design webinars, events at national conferences, and virtual town halls that allow for broad audiences to give feedback and insights on the MPC effort.
- Work with public affairs consultants to launch communications and outreach strategies to increase broad awareness of effort.
- Develop and incorporate feedback on collateral and other communications materials that share progress.
- Attend national conferences and forums to engage new audiences in the MPC revision process.

5. Stakeholder and People Management

- Effectively engage and collaborate with peer organizations, funders, committee members, and subject matter experts.
- Facilitate decision-making with senior stakeholders representing the interests of national organizations.
- May manage one or more Associates or Project Leaders, which would include supporting employee development and creating an environment where staff feel supported, included, and valued.



Minimum Qualifications:

- Bachelor's degree required. Graduate degree in relevant field preferred.
- At least 4 years of related work experience, which could include experience as a public procurement official, procurement attorney, contract administrator, or other experience related to legal issues in procurement.
- At least 2 years of people management experience.
- Strong project management skills, with track record of independently managing projects and establishing priorities across multiple deadlines and stakeholders.
- Excellent stakeholder management and relationship-building skills, with the ability to navigate complexity, develop trust with senior stakeholders, and reconcile differing points of view.
- Strong analytical skills, including the ability to facilitate data-driven decision making and outlining evidence and tradeoffs of different policy options.
- Willingness to travel, approximately 2-3 days per month.

Additional Qualifications:

We believe a variety of experiences can equip individuals to excel in this role. While we expect applicants to bring many of the qualifications listed below, we encourage individuals with diverse backgrounds and experiences to apply.

- Graduate or Doctorate degree in law, public policy, or similar, with JD preferred.
- Understanding of the unique capacity needs of public sector leaders and the challenges public sector entities face in project delivery, policy design and implementation, and operations.
- Ability to manage a long-range strategic vision for a portfolio, while staying closely engaged in day-to-day implementation.
- Ability to identify and resolve problems in a timely manner, including developing alternative solutions and working well in group problem-solving situations.
- Excellent written and verbal communications, including presentation development and meeting facilitation.
- High level of competency with computer programs including word processing, spreadsheets, and with collaborative tools such as Microsoft OneDrive.

Physical Demands:

This position requires sitting, talking, listening, reading, and writing for up to 8 hours per day. Certain situations may require lifting items up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.

Additional Information:

Compensation: The salary for this role is \$135,000 plus benefits.

Start date: The desired start date for this role is April or May 2025.

[Apply Now](#)

Applications will be reviewed on a rolling basis.



Commitment to Equal Employment Opportunity

Partners for Public Good is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Partners for Public Good is committed to the inclusion of all qualified individuals in the hiring process, including but not limited to those with disabilities. If you require reasonable accommodation(s) to participate in the application or interview process, please contact info@partnersforpublicgood.org.