

Munich International School (MIS), located in Starnberg, South of Munich, Germany, is an outstanding, innovative, and comprehensive international school for students aged 4 to 18 years. An inspirational faculty and staff create an exceptional learning environment that motivates all students to be globally minded, academically successful, well-balanced, and prepared for future challenges and responsibilities.

We are looking for a

## **Director of Government Affairs (m/f/d)**

### **YOUR ROLE**

The Director of Government Affairs (DGA) is both a strategic leadership role and a hands-on administrative role.

MIS is seeking for a DGA to serve as strategic liaison between our school, governmental bodies, local authorities, and the international community. This role is pivotal in advancing our interests as a private and non-profit school and ensuring strong government subsidies and compliance with legal and regulatory requirements in Bavaria and Germany.

The DGA also gathers, processes, analyses, and submits data relevant to MIS' relationships with government organizations. This includes managing data collection, entry, and extraction into and out of governmental databases and portals.

### **YOUR KEY RESPONSIBILITIES**

- 1.) Strategic Stakeholder Management
  - Establish and maintain relationships with governmental, regional, and local authorities, as well as international organisations.
  - Represent our school in public and governmental matters.
  - Develop and implement strategies to promote school's interests at the political level.
  - Represent the school in educational associations and networks.
- 2.) Communication:
  - Prepare reports and provide information about requirements, regulations and current decisions from government agencies that impact MIS and its many educational and whole-day school programs.
  - Establish routines and regular formats for communicating with key administrators in the school.
  - Maintain confidentiality of personal, proprietary and sensitive information.
- 3.) Management of Government Subsidies:
  - Oversee the application, administration, and accounting of government subsidies for our kindergarden and our private schools.

- Ensure timely submission of all relevant documents and evidence to the appropriate authorities.
  - Monitor compliance with all legal requirements and guidelines related to funding.
  - Work closely with the Finance Department on budget stemming from government funding.
- 4.) Digital Information Management:
- Organise and maintain data and statistics relevant to the school's relationship with government entities.
  - Prepare and submit regular reports and notifications to authorities, including school and kindergarten statistics.
  - Ensure data integrity and compliance with data protection regulations.
  - Participation in meetings and/or trainings mandated by relevant government authorities.
- 5.) Team Leadership
- Lead, motivate, and develop a small team within the Government Affairs department.
  - Coordinate task distribution and ensure smooth collaboration within the team.
  - Foster a solutions-oriented and productive team culture and collaborate with other departments within the school.
- 6.) Policy and Legal Advisory
- Analyse and monitor legislative and regulatory developments impacting the education sector.
  - Advise the school leadership on compliance issues, including accreditation, permits, educational and child protection policies.
  - Provide the leadership team with input on policies relevant to the school's relationship with government entities.

## **YOUR QUALIFICATIONS**

- Bachelor's degree in Education, Political Science, Law, Public Administration, or a related field.
- Knowledge of international school education would be beneficial.
- Professional experience in a comparable role, ideally within the education sector or an international organisation.
- Knowledge of German and European legislation, particularly in education.
- Fluency in German and English.
- Strong communication and negotiation skills, coupled with diplomatic acumen.
- Experience collaborating with government agencies, political stakeholders, and non-governmental organisations.
- Ability to think strategically while managing operational details.
- Strong IT skills (MS Suite 365, etc.) and willingness to continuously learn and develop these skills.
- Ideally Math skills to process budgeting and statistics

## **WE OFFER AT MIS**

- A challenging and exciting position in a unique, international school environment
- Effective cooperation in a professional and caring team with positive team spirit
- Learning and development opportunities for personal and professional growth
- Initially a 2-year contract, with possibility to extend it time-unlimited
- Excellent benefits package: Monthly salary (based on an in-house collective agreement, 13th month salary, holiday bonus and meal allowance)
- Modern and comfortable working environment

## **YOUR APPLICATION**

We look forward to receiving your application! Please send it to [employment@mis-munich.de](mailto:employment@mis-munich.de).

### **Munich International School e.V.**

Schloss Buchhof • 82319 Starnberg • Germany

Human Resources • [employment@mis-munich.de](mailto:employment@mis-munich.de)