

Title: Government Affairs & Advocacy Director
Hours: Full-time, salaried
Reports to: Executive Director
Location: The Conservation Alliance Headquarters in Bend, Oregon or a remote location.

Position Summary: The Government Affairs and Advocacy Director is responsible for building and overseeing The Conservation Alliance's advocacy program to ensure it helps achieve the organization's strategic plan and long term intentions. By bringing the business voice to bear on conservation, the Government Affairs and Advocacy Director helps protect North America's wild places by moving legislative and administrative priorities across the finish line. The Government Affairs and Advocacy Director will create consistent opportunities for Conservation Alliance member companies to effectively participate in the conservation policy making process, work with communications staff to engage, educate and inspire its business community, collaborate with the Grant Program Director to support grantmaking objectives, and support the Membership Director in recruitment and retention. The Government Affairs and Advocacy Director will also be responsible for building coalitions of business leaders, grantees, and other stakeholders to achieve collective goals and ambitious initiatives.

RESPONSIBILITIES

Program Development - 25%

- Build and oversee The Conservation Alliance's advocacy program to ensure it helps achieve the organization's strategic plan and long term intentions
- Develop and implement The Conservation Alliance's policy agenda and government affairs strategy
- Work with Conservation Alliance grantees and partners to create opportunities for member companies to consistently participate in the conservation policy making process
- Partner with communications staff to develop a communications and outreach strategy that educates and inspires Conservation Alliance members to use the power of business to protect wild places
- Build and support coalitions of business leaders, grantees, and other stakeholders to achieve unique and shared conservation goals
- Develop a targeted state-level advocacy strategy
- Manage direct reports and contract employees as necessary

Government Affairs and Advocacy - 40%

- Establish and maintain bipartisan relationships with elected officials, political appointees, and relevant staff
- Identify opportunities for The Conservation Alliance and member companies to leverage our unique voice to advance our shared agenda and support our grantees
- Track priority public lands legislation and congressional committee schedules and present opportunities to engage
- Oversee the annual Conservation Alliance member fly-in to Washington D.C.

- Create opportunities for Conservation Alliance member companies to consistently participate in the conservation policy making process in both Washington DC and district offices. Actions could include but are not limited to: providing congressional testimony, hosting congressional briefings; member sign-on letters, phone calls; Zoom meetings; earned media and public statements, and in-person meetings and events

Communications, Member Engagement and Grants - 25%

- Produce official government affairs related correspondence including, but not limited to: sign-on letters; letters of support; and administrative comments
- Develop talking points, fact sheets, and preparatory documents as needed
- Work with Conservation Alliance communications staff to develop a policy and advocacy communication strategy
- Coordinate with Conservation Alliance communications staff to generate public facing communications such as blog and social media posting, mass email, calls to action
- Support Conservation Alliance member retention efforts by developing consistent calls to action and educational opportunities for member companies
- Provide consistent updates on Conservation Alliance legislative priorities to staff and board, grantees, and membership when appropriate
- Serve as The Conservation Alliance media contact for all advocacy related inquiries
- Work with the Grant Program Director to identify effective organizations working on key campaigns and other public lands initiatives.

Administrative - 10%

- In coordination with Conservation Alliance communications staff, manage the Phone2Action advocacy platform
- Keep notes, tracking documents and updates on Conservation Alliance legislative priorities
- Maintain database of appropriate legislative and administrative staff contacts
- Support staff and board as needed

QUALIFICATIONS

Required Experience and Personal Qualifications:

- 5+ years work experience in public policy, grassroots advocacy, and/or environmental policy
- Personal alignment with and passion for The Conservation Alliance's mission and values
- Love of the outdoors
- Experience and passion for fostering conservation at the intersection of social and environmental justice
- Commitment to full participation in the organization's [JEDI initiatives](#)
- Robust knowledge of conservation policy in North America
- Affinity towards mission-driven and fast-paced nonprofit environments
- Strong bipartisan relationships with congressional offices

- Fantastic verbal and written communication skills
- Self starter and team player
- Excellent interpersonal skills
- Ability to manage multiple projects and deadlines effectively
- Ability to travel 3-6 times per year (once safe to do so)

Preferred Experience:

- Experience working in both for-profit and nonprofit sectors
- Experience managing direct reports
- Past JEDI experience, especially with organizational JEDI change processes

Location

The position will be based at The Conservation Alliance Headquarters in Bend, Oregon or a remote location.

How to Apply

Please send a cover letter and resume to jobs@conservationalliance.com with “Government Affairs & Advocacy Director” in the subject line by February 28, 2021. You will receive confirmation of your application within three business days. No phone calls, please.

WHAT TO EXPECT**When you join our team:**

- You can expect to work with a small team of passionate people that are creative, scrappy, and committed to having an impact and getting their work done.
- You will have great benefits and work-life balance.

Compensation:

The Government Affairs & Advocacy Director will be compensated with a competitive base salary and a strong benefits package, including a 401k plan.

Eligibility:

The Conservation Alliance is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status or current employment status. We value diverse experiences and educational backgrounds.