



**SENIOR MANAGER, GOVERNMENT AFFAIRS & PUBLIC FUNDING
JOB DESCRIPTION SUMMARY
REPORTS TO: CHIEF PROGRAM OFFICER
SEPTEMBER 2016**

I. BASIC PURPOSE OR FUNCTION OF THE POSITION:

The Senior Manager of Government Affairs & Public Funding oversees all aspects of Save the Redwoods League's public policy and public funding programs engagement, which include research, education, conservation planning, and restoration. The Senior Manager works to identify existing and emerging state and national policy trends that directly impact the work of the League and, where appropriate, engages with policy makers and policy advocates in the promotion of policies that maximize funding for and protection of redwood forest natural resources. The Senior Manager researches and monitors state and federal funding opportunities, and identifies opportunities for the League to enhance existing and new state and federal funding sources for our work across all program areas.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

➤ **Key Duties**

- Designs, directs, and implements a public policy and funding engagement strategy to ensure that the League has a strong voice in the development of new and ongoing policy and public funding initiatives.
- Tracks existing and reviews evolving legislation and works closely with the Chief Program Officer and outside consultants to develop strategies for League engagement and positioning.
- Develops and maintains relationships with key public agency stakeholders and associated programs, including California State Parks, National Park Service, Bureau of Land Management, Board of Forestry, Wildlife Conservation Board, Department of Fish & Wildlife, California Air Resources Board, California Water Board, CalTrans.
- Organizes and implements legislator outreach opportunities, including testimony at hearing sessions, individual meetings, field trips, awards, etc.
- Coordinates internal engagement on policy and funding issues, including key staff participants, parameters of engagement, and scripts for engagement.
- Develops process for Board engagement in external affairs issues.
- Works with the Chief Program Officer and Director of Science & Education to develop and implement organization-wide strategies in support of government relations, public policy, legislation, and funding strategies and initiatives important to the work of the League and its partners.
- Ensures coordination and integration of external affairs plans, activities, budget and resource needs with organization-wide capacities and functions.

➤ **Other Duties**

- Works with Chief Communications Officer to craft talking points for engagement with the media on issues of public policy and funding.
- Coordinates with League staff as appropriate to identify and coordinate expert testimony opportunities, enhancing the League's position as the authoritative source for all information about the redwood forest.
- Ensures external affairs program accountability and compliance with internal policies and procedures and external fiscal/legal requirements.

III. QUALIFICATIONS:

- Graduate degree in public policy, political science, or a related field.
- At least five years' experience in public policy, governmental affairs or a related field, ideally with a non-profit or land conservation program.
- Demonstrated hands on experience in some or all of the following: government and non-government contracting and grant making; government and legislative relations; program development; leadership development.
- Demonstrated experience in promoting conservation programs by coordinating with public agencies and others.
- Comprehensive understanding of California state and federal agencies and funding sources.
- Knowledge of current trends in conservation, natural resource protection, restoration, land management, environmental education and interpretation, and experience in applying this knowledge to set and achieve conservation priorities.
- Business experience developing, directing and managing multiple projects and budgets and implementing strategic program goals.
- Solid writing, editing, and oral communication skills. Able to assemble, assess and organize policy and public funding information, to conduct analyses, and to report findings clearly on complex technical issues.
- Excellent public speaking, presentation and written/oral communication skills.
- Ability to provide training, foster an environment of creativity and professional growth.
- Ability to work with others in a non-adversarial, professional and diplomatic manner.
- Demonstrated experience in MS Office, Word, Excel, PowerPoint.
- Commitment to the League's non-confrontation approach to conservation.

IV. SUPERVISORY RESPONSIBILITIES:

- None

V. WORKING CONDITIONS/PHYSICAL EFFORT:

- Frequent travel predominantly within California.
- Some weekend and evening responsibilities.
- Valid driver's license and safe driving record.
- Regularly sits at a desk or computer workstation.
- Actively utilizes computers, telephones and other office equipment.
- Frequently moves about the office to collaborate with colleagues.
- Occasionally required to hike through forest land while working off-site, including walking on uneven ground, climbing over obstacles, and accessing remote locations.
- Occasionally lifts, carries, or otherwise moves and positions objects weighing up to 30 pounds.