

Policy Director Western Landowners Alliance

January 31, 2018 – Open until filled

Western Landowners Alliance, a West-wide non-profit organization, seeks a policy director to help implement our mission to advance policies and practices that sustain working lands, connected landscapes and native species. The director will work with organizational leadership, members and partners to identify policy priorities, and to develop and execute strategies to achieve policy goals. This will include representing the organization in outreach efforts to Capitol Hill, the federal executive branch, state and local government leaders and other key stakeholders. It will also include drafting letters, handouts and policy documents, and conducting research and policy analysis. The successful candidate will have experience working in high levels of the federal government, either executive agencies or Congressional offices, and must have proven ability to build and maintain relationships with Members of Congress and their staffs, have an intimate understanding of the political and legislative processes and be able to design and implement public policy advocacy campaigns.

This position will report to the executive director. Travel and occasional evening and weekend work is required.

RESPONSIBILITIES

- Policy research and analysis, including direct outreach to members, advisors, partners and stakeholders
- Develop and maintain policy-related partnerships
- Provide policy briefs and recommendations to organizational leadership
- Develop and execute advocacy strategy both inside DC and in states/districts.
- Coordinate educational outreach and lobbying activities, including fly-ins and scheduling and attending meetings with elected officials and staff in DC and in various locations across the West
- Develop and maintain systems to track meetings with Members of Congress and their staff, notes and follow-up requests stemming from those meetings, up-to-date contact information for staff in Congressional offices, and other relevant data and information
- Develop materials to assist in the advocacy of the policy agenda
- Provide program-related reports, papers and other materials
- Serve as an organizational spokesperson to the media, decision makers, partners, funders and the general public

- Provide regular communication to membership on public policy matters
- Comply with all ethics laws, lobby disclosure and registration/reporting requirements
- Create reports and perform benchmarking exercises as required
- Assist in grant writing and fundraising in support of policy program
- Perform other duties as required by the executive director

QUALIFICATIONS

- Bachelor's degree or higher with a minimum of five years of experience in public policy and non-profit work, including experience with political engagement, lobbying and strategic campaign development
- A broad understanding of agricultural and environmental public policy issues
- Able to set and meet strategic long and short-term goals and objectives
- Self-motivated and able to work both independently and with a team
- Good-natured and motivated; enthusiasm for working as an effective member of a small, highly collaborative and geographically dispersed staff in a fast-paced, responsive organizational culture
- Strong interpersonal skills
- Excellent written and oral communication skills
- Proficiency with Microsoft Office Suite, G-Suite (including Google docs/sheets), GoToMeeting, Excel and Dropbox
- Excellent time management
- Highly organized and detail oriented

TO APPLY

Please send cover letter, resume, a writing sample, and contacts for three professional references and one personal reference to Lesli Allison:

info@westernlandowners.org