

JOB DESCRIPTION



JOB TITLE	Senior Policy Advisor – Alaska
JOB FAMILY	External Affairs
JOB NUMBER	750012
SALARY GRADE	7
STATUS	Salaried
DATE	April 2021

A LITTLE ABOUT US

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit www.nature.org or follow @nature_press on Twitter.

The Nature Conservancy offers competitive compensation, 401k or savings-plan matching for eligible employees, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

YOUR POSITION WITH TNC

The Senior Policy Advisor – Alaska supports The Nature Conservancy's conservation goals by leading policy teams, designing and delivering policy objectives in Alaska, and serving as liaison and informational contact between The Nature Conservancy and state and federal agencies, elected officials, local governments, Tribes, tribal organizations, multilateral institutions/-agencies, and corporate, private, partner, or other strategic groups as it relates to policy efforts. The Senior Policy Advisor – Alaska works with counterparts within other Conservancy operating units to support national and global goals. S/he coordinates external affair actions throughout the chapter, formulates public communications and policy informed by science, technical information, and equity considerations. S/he leads cross-functional teams to accomplish policy goals.

ESSENTIAL FUNCTIONS

The Senior Policy Advisor – Alaska, working in the Alaska Chapter of The Nature Conservancy, plans, implements and coordinates strategic policy development at local, state, and national levels of government and with Tribes and tribal organizations to affect public policy in furtherance of the Conservancy's mission. To do so, the Senior Policy Advisor – Alaska,

- Coordinates with Alaska State Director, conservation, and other teams to identify and advance policy strategies to advance TNC goals.
- Works in interdisciplinary teams across The Nature Conservancy to advance TNC's global, national, and regional policy priorities.
- Conducts policy and legal research, organizes and advocates for federal and state programs, policies, and funding that support our work.
- Builds and maintains productive relationships and communications with public officials at all levels of government.
- Manages government relations contracts and serves as the chapter's lead on ballot initiatives and/or legislative campaigns.
- Assures compliance with TNC's values, code of conduct, policies, and procedures as well as state and federal lobbying laws and regulations, including responsibility for maintaining, reporting, and tracking all chapter state and federal lobbying activities.
- Monitors federal and state programs for public funding opportunities for potential TNC application; and
- Engages and inspires TNC leaders, trustees, and donors.

RESPONSIBILITIES & SCOPE

- Develops strategic partnerships with relevant groups to influence legislation and/or administrative policy and actions.
- Leads teams for assigned projects and coordinates the work of others.
- Maintains regular contact with local, state, Tribal, federal officials, and/or corporate representatives on matters pertaining to administrative, legislative, and/or corporate actions and policies.
- Ensures program compliance with internal policies and external requirements.
- Ensures that the Chapter complies with State and Federal lobbying laws and regulations.
- Work may require regular travel, including overnight and out of state travel.
- May require ability to work intensively on campaigns and legislative sessions at critical times.
- Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors, assisting with budget development, and meeting fundraising targets.
- May supervise volunteers, interns, or temporary staff.
- Work requires only minor physical exertion and/or strain.
- Work environment involves only infrequent exposure to disagreeable elements.

MINIMUM QUALIFICATIONS

- Bachelor's degree and demonstrated government relations and/or natural resource management policy experience.
- Experience building professional relationships with diverse interests/disciplines.
- Knowledge of Alaska's political systems and cultures.
- Experience designing, implementing, and directing multiple and multifaceted projects, setting deadlines, and ensuring program accountability.
- Outstanding written and oral communication, negotiating and organizational skills, including preparing and presenting policy proposals, and developing written communications.
- Experience presenting to and/or communicating with business, government, or legislative staff and/or program leadership.
- Fluency in English.

DESIRED QUALIFICATIONS

- Bachelor's and/or Master's degree in political science, environmental science or policy, natural resource management, or related field.
- Agency, congressional staff, or advocacy experience.
- Experience designing and implementing political or otherwise strategic initiatives.
- Excellent team player with experience working in multi-disciplinary groups, using influence and interpersonal skills to build strong relationships with colleagues, government and corporate officials, partners, donors, and volunteers.
- Experience informing communications and policy positions with science, technical information, and equity considerations.
- Experience coordinating projects across teams, operating units, and functions to achieve optimal results.
- Knowledge of Alaska history and public and economic affairs.
- Cross-cultural experience and a familiarity with Alaskan cultural histories, rights, and traditions.
- Experience generating media attention or responding to media interest.
- Supervisory experience, including ability to set objectives and manage performance.
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ORGANIZATIONAL COMPETENCIES

Builds Relationships	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
Collaboration & Teamwork	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
Communicates Authentically	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
Develops Others	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
Drives for Results	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
Leverages Difference	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
Systems Leadership	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.