

Director of Government Affairs

Reports to: Chief Conservation Officer

Group: Lands & Conservation

Classification: Exempt

Date: December 2020

Job Summary:

The Director of Government Affairs provides strategic leadership in RMEF public policy efforts at the state and federal level. This will require close coordination and collaboration with other staff and contractors to ensure efforts are focused on organizational priorities, communicated appropriately, and effectively. The position will also take an active role in engaging RMEF Field Staff and volunteers regarding issues important to RMEF members, sportsmen, and wildlife.

Essential Functions:

1. Working closely with the Chief Conservation Officer, contractors and other RMEF Executive Staff, plans, directs, and oversees RMEF's governmental efforts at the state and national level.
2. Participates in national and state legislative and agency meetings, sportsman's caucuses, hearings and other meetings representing RMEF. Prepares oral and written testimony for national and state legislative and agency meetings.
3. Tracks and engages in state and national issues relevant to sportsmen and RMEF members. Keep up to date and be knowledgeable on a wide range of natural resource, hunting, and wildlife management issues. Works with Chief Conservation Officer, contractors and other staff to draft and submit comments on federal and state rulemakings impacting the organization's interests.
4. Coordinates with the Chief Conservation Officer in developing short and long-term organizational goals and strategies related to impacting natural resource funding and policy issues at the state and national levels. Monitors program effectiveness and affects changes required for improvement.
5. Lead RMEF efforts to increase engagement in identified priority states. Engage and utilize RMEF volunteers to assist in state level issues.
6. Develops and maintains direct working relationships with key national and state legislative and executive branch leaders and assists other staff to develop relationships with these individuals.
7. Works closely with national & individual policy staff to create, implement, and expand strategic communication plans to support and reach national policy goals.
8. Works directly with public agencies and other conservation groups to gain support and awareness of organizational priorities.
9. Keeps informed of state and national affairs, policies, legislation, and regulations in order to serve as an advisor on the possible impacts to the organization.
10. Keeps Executive Team, other appropriate staff members and RMEF board members up-to-date on any state and national policies, legislation, and/or regulations that are pertinent to RMEF.
11. Works closely with other staff and appointed volunteers to develop, communicate, and implement position statements, editorials, policy, and communication materials for federal and state policy issues.
12. Collaborates with other conservation organizations, American Wildlife Conservation Partners, agency partners, and other parties to increase effectiveness of policy development, communication and implementation. Act as a point of contact to coordinate multi-group activities.
13. Serves as a public policy spokesperson for RMEF.

Supervision of Others

This position may oversee contractors.

Additional Responsibilities:

1. Represents RMEF as a speaker, facilitator, participant and partner in selected state, regional, national, and international meetings and conventions.
2. Perform other duties as assigned.

Education and Experience:

A bachelor's degree in public policy, political science, business, communication or related field is required along with six to eight years of experience in these fields. Extensive background in the field of natural resource policy, conservation related fundraising, as well as experience crafting legislation and leading bi-partisan advocacy efforts with a variety of stakeholders is strongly preferred.

Knowledge, Skills, and Abilities:

1. Thorough knowledge and support of the RMEF's mission, goals, and activities.
2. Knowledge of congressional process, including budget and appropriations and congressional press corps, and/or familiarity with wildlife and sportsmen related conservation issues.
3. A working knowledge of state legislative processes, including budgeting and appropriations, timing, procedures, and ways to engage in the process.
4. Knowledge of state and federal rulemaking processes and ways to engage in them.
5. Ability and skills to work effectively with individuals from different political parties and affiliations, and proven ability to develop and maintain productive relationships with individuals from both sides of the aisle.
6. Strong verbal and written communication skills including public speaking. Must be able to effectively communicate with large groups/individuals with varied backgrounds.
7. Ability to professionally present RMEF's values and mission in a clear, understandable fashion and represent RMEF's brand.
8. Proven abilities in conservation/RMEF mission initiatives.
9. Must present self in a professional manner and be able to respectfully handle sensitive topics.
10. Must have the ability to build effective relationships and collaborate with a variety of different individuals and organizations. Must be able to resolve conflicts and facilitate meetings effectively.
11. Must be project, task and goal-oriented and have the ability to work in a team environment.
12. Ability to prioritize multiple tasks, handle stressful situations, and demonstrate flexibility with changing priorities.
13. Must have a solid understanding of non-profit fundraising efforts.
14. Ability to demonstrate a creative approach to conservation policy development.
15. Must have the high level of integrity and be able to build trust among staff and outside individuals.
16. Must have the ability to use Microsoft Office.
17. Must be able to manage a budget.

Physical Demands:

The employee must sit or stand for long periods of time; use a computer terminal; reach forward and to the side; bend from both standing and sitting positions; and lift items weighing various pounds. Must be able to travel extensively by automobile and airline. Travel on weekends and hours beyond the normal workweek will be required.

The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.