



VIRGINIA POLICY DIRECTOR

Building on thirty years of clean water advocacy within the Potomac River watershed, the Virginia Policy Director will increase Potomac Conservancy's programmatic impact and grassroots capacity by advocating for public policies on the local and state level that protect clean water and the Potomac River. This new position will also play an important role in launching the next exciting phase of Potomac Conservancy's clean water strategy, which prioritizes the nexus of clean water and environmental justice.

The Virginia Policy Director will have significant interaction with elected officials, relevant government agencies, community leaders, and other decision-makers as well as serve as the primary liaison with partner organizations and coalitions in the policy space. The Virginia Director is also responsible for determining the use of advocacy tools that empower communities to take action.

Potomac Conservancy is a nationally accredited land trust and clean water leader in the Potomac River region. We're committed to restoring the Potomac to full health for the five million people who rely on the river for drinking water, quality of life, and outdoor enjoyment. By protecting and restoring natural areas, we reduce water pollution, stop reckless deforestation/habitat destruction, and strengthen our community's defenses against the climate crisis. Our impassioned base of 30,000 supporters empowers us to conserve and expand streamside forests, pass water protection laws, and restore habitat, recreation areas, and shorelines.

Specific Duties:

Direct Advocacy (55%):

- Advocate for legislation, funding, and regulations supporting Potomac Conservancy policy priorities, including but not limited to clean water protections, environmental justice, ecological restoration (forest protection and restoration), outdoor recreation and climate change.
- Track, review, analyze, and formulate organizational positions on proposed clean water laws, government funding proposals, and regulations.
- Represent Potomac Conservancy on policy issues primarily at the state and local level in Virginia through meetings and committee hearings, via written correspondence and public testimony.

Strengthen organizational capacity for advocacy initiatives through the establishment, leadership, participation in, and strengthening of partnerships and coalitions.

Grassroots Advocacy and Communication (20%):

- Work with community leaders and other regional and local experts to understand the needs and opportunities for progress on clean water issues, and meeting with and consulting with people throughout the communities relevant to program goals.
- Contribute to the development and implementation of grassroots advocacy campaigns working with the communications team and other staff.

- Develop and supervise the development of advocacy-related content for the Conservancy's Website, social media, Calls to Action, and other publications and reports in coordination with the Digital Grassroots Director.

Organizational Support (20%):

- Participate in public policy program planning.
 - Annually:
 - Provide input on 4-year Public Policy strategy and plan in alignment with the 5 organizational strategies (Protect, Restore, Public Funding, Community Support, and Durable Organization).
 - Assist with the development of annual budget.
 - Quarterly:
 - Actively participate in-person in quarterly program lead strategy sessions.
 - Actively participate virtually in whole organization Objective and Key Result review.
 - Provide staff support and strategic leadership to the board and Potomac Conservancy's public policy committee.
 - Monthly:
 - Oversee Virginia Public Policy progress on Key Results.
 - Contribute to whole organization Diversity, Equity, Inclusion, and Justice (DEIJ) work.
 - Meeting regularly with Public Policy Conservation Director to share updates on Virginia policy and learn about federal updates.

Fundraising and Grant Management (5%)

- Assist in the development of funding proposals and budgets for public policy projects.
- Manage awarded grants, grant reporting, tracking of project deliverables, and expenditures.
- Meet with funders as necessary to secure support for priority projects.

Qualifications*

- Bachelor's degree in relevant area of study or equivalent experience.
- Minimum 5-years experience managing/directing programming relating to public policy, preferably related to environmental conservation.

Experience with and demonstrated success working on state and local policy issues, with special consideration for those with experience in environmental justice.

- Strong writing abilities and skills communicating difficult technical and public policy issues to lay audiences, including elected officials and the general public.
- Demonstrated ability to effectively advocate for and report on policy work in fundraising proposals and reports.
- Ability to think strategically and creatively, establish long- and short-term priorities, and independently manage multiple tasks in a fast-moving environment.
- Demonstrated leadership and staff management skills.
- Proven organizational skills and strong attention to and interest in detail. Ability to meet deadlines and juggle multiple and diverse tasks.

- Ability to work well independently and without close supervision.
- Ability to travel regionally and work occasional evenings and weekends.
- Familiarity with Virginia General Assembly and Virginia legislative process (preferred).
- Working knowledge of federal, state and local environmental laws, particularly associated with water quality.

**This position uses a wide variety of skills. We encourage you to apply if you think you would be a good fit, even if you don't meet 100% of the qualifications.*

Compensation/Benefits

- Salary range is \$60,000-65,000 depending on experience;
- Benefits include medical and dental coverage, with 80% of premiums covered by the Conservancy;
- 18 days paid time off, 11 holidays, and 3 floating personal holidays per year;
- Half-day Fridays in July and August and one week 'end-of-year' break;
- Flexible work schedule after onboarding period;
- 403 (b) matching and flex spending accounts;
- Working with bright, fun coworkers; and interacting with a supportive board of directors.
- The Conservancy offers a hybrid remote- in-person work environment. The ideal candidate will be able to attend occasional meetings at our Silver Spring, MD office, and support field work throughout the DC Metro area. Quarterly in-person gatherings are required.
- This position will require some evening and weekend work but will offer flexibility to maintain a healthy work life balance. Significant day time travel around the Potomac watershed is required.

To Apply

Email a cover letter and resume to Anna Mudd (mudd@potomac.org) with "Virginia Policy Director" in the subject line. Applications are only accepted electronically. The position will remain open until filled. Applications submitted by April 15th will be given first consideration. Potomac Conservancy is an equal-opportunity employer.

We recognize the environmental movement has not been an inclusive one and has a history of excluding historically discriminated communities — including Black, Indigenous, and People of Color (BIPOC), people from working class backgrounds, women, and members of the LGBTQ+ community. We believe that these communities must be centered in the work we do. Because of this, we strongly encourage applications from people with these identities or who are members of other communities that have been historically excluded from the environmental movement.

For the health and safety of our employees, their families, and our community, all Potomac Conservancy staff are required to be vaccinated against COVID-19. This mandatory vaccine requirement applies to all staff working remotely, in a hybrid work arrangement, and on-site. Effective June 2, 2022, new hires will be required to provide proof of full vaccination with a government-approved vaccine as a condition for employment. Requests for reasonable accommodation or exceptions (medical or religious reasons) will be considered. Candidates are NOT required to state their COVID-19 vaccine status in their application.