

National Audubon Society

Position Description

Position Title: Policy Director	Location: Anchorage, Alaska
Department: Alaska – Policy	Immediate Supervisor: Executive Director

Purpose of the position:

To advance Audubon conservation objectives for wildlife and their habitats in Alaska.

Essential Functions:

The position of Policy Director at Audubon Alaska is a critical, senior position. In close cooperation with the Executive Director, the Policy Director will shape, lead, manage, and implement strategies and actions to advance Audubon's mission and conservation objectives. Specific functions include:

- ◆ understand planning, regulatory, and political processes with respect to resource development and wildlife and their habitats;
- ◆ guide and coordinate all policy analysis and advocacy efforts and related communications undertaken by the Alaska State Office, currently emphasizing the Arctic (on- and offshore) and Southeast Alaska (primarily Tongass National Forest);
- ◆ lobby Congress, federal and state administrative branches and agencies, and others to advance conservation objectives;
- ◆ work with Audubon policy staff nationally and in other states to advance Alaska conservation objectives or to support objectives of other Audubon programs;
- ◆ work with partners in the larger conservation community to develop and implement effective conservation strategies on Alaska issues;
- ◆ represent Audubon and interact with decision-makers, news media, funders, and others on an as-needed basis to advance conservation objectives;
- ◆ cultivate and use "grasstops" and "grassroots" contacts in Alaska and nationally, drawing on the resources and knowledge of the entire Audubon family; and
- ◆ work with other staff and the board to identify emerging issues and priorities for attention by Audubon.

Additional Functions:

- ◆ supervise one or more staff members or interns as required, though at present there are no direct reports to the Policy Director;

- ◆ participate in and help organize and lead field outings for decision-makers, funders, news media, and others in priority conservation areas in Alaska;
- ◆ develop materials and presentations related to Audubon Alaska, its programs, and policy objectives; and
- ◆ give presentations, testimony, programs to governmental bodies, non-profit and civic organizations, and other groups on Audubon work and positions.

Relationships:

Internal: The Policy Director will work closely with and be supervised by the Executive Director, but he or she will routinely interact with other staff in Alaska and in the Policy Office in Washington, DC.

At present, the Policy Director position is the only position dedicated to policy work on the staff. We may add staff, however, especially related to specific projects, or reorganize supervisory relationships among existing staff. Hence, the Policy Director must be capable of and prepared to take on supervisory responsibilities.

External: The Policy Director will routinely work with representatives of other conservation organizations (e.g., The Wilderness Society, Oceana, Alaska Wilderness League) to foster a high level of coordination and cooperation. Will interact with staff and decision makers in federal, state, and local government, Congress, and the news media, as well as with the public more broadly.

Equipment: (e.g., computer, typewriter, calculator, copy machines, telephone, etc.)

Familiarity with all standard office equipment and electronic communications are required. Ability to use presentation software, such as Powerpoint, is also required.

Qualifications: (e.g., education, training, experience, licenses and skills)

- ◆ commitment to Audubon’s mission and approach to conservation;
- ◆ strong conservation ethic and motivation to advance conservation objectives in Alaska;
- ◆ understanding of natural systems and appreciation of the role and contributions of science to conservation and public policies;
- ◆ three or more years experience in a policy position in government or with an NGO;
- ◆ personal familiarity with the Alaska environment and its political landscape is essential;
- ◆ master’s degree or higher in natural resources, environmental, or public policy field is highly desired;
- ◆ experience with political or advocacy campaigns is highly desired;
- ◆ strong writing, editing, and public speaking skills;
- ◆ strong interpersonal skills and desire to be part of and contribute to a team effort; and
- ◆ experience in supervising and mentoring staff members and interns is highly desired.

Physical Requirements: (e.g., lifting, reaching, climb, push/pull, etc.)

Ideally, should be physically fit enough to participate in or lead wilderness outings, but we will consider all applicants with the qualifications outlined above.

Application Instructions:

Please send your résumé and cover letter via email to jschoen@alaska.net

National Audubon Society is an equal opportunity employer. It is the policy of the National Audubon Society to employ the man or woman best qualified for the job regardless of race, color, religion, age, sex, sexual orientation, national origin, disability (handicap) or marital status.