



AMERICAN FORESTS

Job Title: Senior Manager, Policy and Advocacy
Department: Policy
Reports to: Vice President of Policy
FLSA Category: Exempt
Revised Date: June 6, 2019

POSITION MISSION: To achieve American Forests' policy and advocacy goals, manage the day-to-day implementation of the organization's policy program and develop and manage the day-to-day implementation of the organization's advocacy program.

POSITION OUTCOMES: American Forests' policy innovations, place-based policy recommendations, and national policy priorities are known, understood, valued and acted upon by Members of Congress and the Administration and supported by a growing network of advocates.

REQUIRED SKILLS and ABILITIES:

- Familiarity with forest policy and natural resource statutes.
- Demonstrated ability to research, track, and summarize legislative issues and draft correspondence and lobbying-related materials.
- Demonstrated ability to plan, schedule, and execute meetings, including Capitol Hill and executive-branch appointments.
- Ability to work directly with staff at all levels of government and partner organizations.
- Ability to represent the organization at legislative hearings and meetings, and other events, and coalitions.
- Ability to effectively communicate complex policy issues to lay audiences, orally and in writing.
- Demonstrated ability to engage people and inspire them to act.
- Ability to act as point person on multiple projects, to include prioritizing tasks, setting expectations, meeting goals, and documenting efforts.
- Ability to work as a servant leader.
- Ability to work in an agile, cross-functional team environment.

EDUCATION OR CERTIFICATIONS: Minimum of a Master's degree in environmental policy, law or public administration or equivalent level of mastery through experience.

WORKING CONDITIONS: Travel less than 20% will be required outside of Washington, DC. Most work will be in a general office environment.

SPECIFIC RESPONSIBILITIES:

A. Support the development and promotion of American Forests' Policy Program (60%)

a. Coalitions

- i. Attend coalition meetings to track and report on public policy initiatives that further American Forests' positions.
- ii. Represent American Forests at coalition meetings as needed.

- b. Policy Initiatives**
 - i. Conduct legislative research, track and summarize issues, and draft correspondence and lobbying-related materials.
 - ii. Support the development of policy papers and positions that further American Forests' policy goals, based on the best available science and input from the Programs' experts.
 - iii. Draft regular communications about American Forests' policy initiatives for a general audience.
 - iv. Attend and report on legislative hearings.
- c. Congressional and Administration outreach and education**
 - i. Plan, schedule and conduct regular meetings to educate Congressional staff on American Forests' public policy initiatives.
 - ii. Support the development and implementation of events, to include congressional briefings.
 - iii. Manage the tracking and filing of organizations' lobbying activity, to include collection and coding of monthly lobbying timesheets, and filing of quarterly lobbying reports to Congress.
- d. Grants**
 - i. Support the development, submission, implementation, reporting and final delivery of external grants that further American Forests' policy initiatives. Duties will include administrative tasks such as grant coding and reconciliation.

B. Develop and implement American Forests' Advocacy Program (40%)

- a. Grassroots Advocacy Efforts**
 - i. Participate in grassroots advocacy coaching, to include working with an advocacy coach and learning American Forests' advocacy methodology.
 - ii. Launch groups of American Forests' Advocates in select cities across the US, to include:
 - 1. Travelling every four months for about one week each time to communities around the country to launch and train American Forests' advocates.
 - 2. Identifying and supporting hosts to build advocacy teams, leading team calls, workshops and trainings, and organizing regular outreach calls to new hosts.
 - iii. Sustain groups of American Forests' Advocates, to include organizing and implementing monthly conference calls, leading twice-monthly team leader calls, and preparing action sheets and other materials.
 - iv. Track and report on advocacy program metrics, to include indicators such as number of groups started, meetings held with members of Congress and/or staff, and media pieces published.
- b. Digital Advocacy Efforts**
 - i. Design and draft digital advocacy campaigns to support grassroots advocacy program goals and select policy initiatives.
 - ii. Work across departments to coordinate and execute digital advocacy efforts, to include the administration of campaigns via OneClick Politics' digital advocacy platform.

To apply please send cover letter, resume and writing sample to jobs@americanforests.org. American Forests is an equal opportunity employer.