

Job Description



Position Title: Senior Director for Governmental Affairs
Department: Advocacy
Location: Smithfield Office
Reports to: Executive Director
Classification: Salaried, Exempt, Full time, Regular

Job Description: The Senior Director for Governmental Affairs is the lead staff person of Audubon Society of Rhode Island's Advocacy department, which is responsible for determining and implementing mission-related policy as well as advocating for local, state and federal laws that align with the organization's interests. The Senior Director is the liaison between the organization and policy-makers at the local, state and federal levels. The Senior Director for Governmental Affairs works in collaboration with Audubon Society of Rhode Island's leadership team, the Executive Director and Audubon's Issues Committee to set policy and carry out the organization's strategic plan. The position also oversees Audubon's leadership of the Providence Stormwater Innovation Center.

MAJOR RESPONSIBILITIES:

Management

- Serve as an active member of senior management team, participate in senior staff meetings and assist with development of organizational priorities.
- Work with the Executive Director and the Sr. Director of Finance & Administration to develop financial plans for the Department with the goal of aligning funding to priorities.
- Collaborate with other nonprofit environmental organizations for project planning and implementation, advocacy before regulators, administrative bodies and legislators.
- Identify and secure funding through foundation and government grant programs to support department objectives.
- Manage grant funds in partnership with the Sr. Director of Finance & Administration.

Staff Supervision

- Supervise Stormwater Coordinator and volunteers so that the work and mission and strategic plan of the Audubon Society of Rhode Island are fulfilled.
 - Make routine employment decisions regarding staff duties and responsibilities; review performance.
 - Assign work, guide and advise staff, volunteers, consultants and interns.
 - Resolve personnel problems with guidance from HR.
 - Promote staff growth and training including succession planning.

Advocacy

- Define federal and state legislative priorities with input from Executive Director and Issues Committee, design and implement campaigns with assistance from other departments to achieve success.
- Participate in the Environment Council of Rhode Island, providing leadership and organizational support.
- Identify and attend municipal governmental meetings as required to support Audubon Society of Rhode Island's property interests.
- Represent and advance Audubon Society of Rhode Island's mission by lobbying the administration, the legislature and other policy-makers at the local, state and federal levels. Must become a registered lobbyist for the society.

Providence Stormwater Innovation Center (PSIC)

- Provide leadership and direction for PSIC and align programs with Audubon Society of Rhode Island's mission and departmental priorities.

Membership/Fundraising

- Work with Development staff to seek funding through grants, contracts and individuals.
- Participate in Audubon Society of Rhode Island events including donor cultivation gatherings as requested by the Executive Director.

Community Relations/Communication

- Represent the Audubon Society of Rhode Island at public forums, on boards, through coalitions and government advisory councils.
- Address public forums and organizations in order to further the mission and promote the Audubon Society of Rhode Island.
- Write editorials for the quarterly Audubon Report that advance Audubon Society of Rhode Island's advocacy agenda.
- Communicate Audubon Society of Rhode Island position statements to the membership, the public and the media and work with the Communications Dept. to ensure that the communications are timely and accurate.
- Write monthly *Eagle Eye* e-newsletter to engage members in advocacy efforts.
- Assist with grassroots outreach and organizing to further Audubon Society of Rhode Island and coalition positions.

Knowledge and Skills

- Excellent oral and written skills required.
- Excellent interpersonal skills including the ability to work successfully with board, staff and volunteers.
- Motivated self-starter who is a team player.
- Demonstrated leadership/management skills.
- Proven project management skills including experience writing and managing grants.
- Demonstrated community organizing and legislative advocacy skills.
- Strong computer skills (Microsoft Office) to fulfill the job requirements.

Qualifications:

- Strong background in environmental science and environmental policy.
- Minimum five years' experience in management/supervisory positions.
- Strong media experience preferred.
- Must be willing to travel and work weekends and nights as required.
- Flexibility to adjust hours to meet special needs of the department and the organization.

Application

Send cover letter and CV to: Careers@asri.org

Audubon Society of Rhode Island is an equal opportunity employer.