

Job Description



Position Title: Vice President of Government Relations
Department: Government Relations
Location: Trenton Policy Office
Reports to: President and CEO
Classification: Full time regular

Job Description: The Vice President of Government Relations (“Vice President”) is the lead staff of the Government Relations Department of NJ Audubon (“NJA”) which functions to determine and advance conservation policy. The Vice President is the organizational leader who works directly with decision-makers at the State and federal levels as well as with NJA members and the public on policy related matters. The Vice President works in collaboration with other NJA Departments to implement the conservation mission and is part of NJA’s leadership team working with senior staff and the President to set policy and carry out the organization’s strategic plan.

MAJOR RESPONSIBILITIES:

- Direct development and implementation of policy and legislative initiatives in coordination with other NJA departments
- Lead collaboration with partners including coalition members
- Lead advocacy before State and federal decision-makers
- Manage Department staff to ensure mission and programmatic delivery
- Participate on the senior staff management team working on strategic priorities
- Work with the Vice President of Finance, to direct budgeting and finance for the Department with a goal of aligning funding to priorities and achieving sustainability
- Work with Development staff to seek and maintain diverse funding through grants, contracts and individual giving
- Participate in key NJA events such as World Series of Birding and donor cultivation gatherings
- Represent NJA at public events to expand knowledge of NJA mission
- Work with NJA Communications team to communicate NJA positions and activities to the public
- Participate with other staff to adopt a team approach towards daily operations at assigned center
- Assume additional responsibilities as requested

Qualification/knowledge/skills:

- Strong background in conservation or environmental policy
- Degree in environmental policy, law, sciences or related fields or relevant practical experience
- Minimum three-years of experience in management/supervisory positions
- Legislative and grassroots advocacy and media experience desired
- Demonstrated fundraising (including grant-writing and donor cultivation), budgeting and finance experience.
- Proficient Computer Skills - Microsoft Office
- Excellent written and oral communication skills, and knowledge of water/environmental/conservation issues and/or experience leading and working in a coalition a plus
- Excellent organizational, time and project management skills with the ability to manage multiple projects, shifting priorities and meet deadlines
- Excellent interpersonal and leadership skills with the ability to relate to and motivate a diverse range of people, exercise cultural competence and inclusion, and accept direction and constructive feedback
- Motivated self-starter able to work independently in the execution of his or her responsibilities while collaborating with other organizations in various coalitions with the ability to demonstrate initiative and a positive attitude
- Strong professionalism and work ethic with the ability to exercise discretion and maintain confidentiality
- Flexibility to adjust hours to meet deadlines and needs of the organization, including availability to work occasional evenings and weekends and travel as needed

- Must be able to walk on uneven surfaces and be able to lift at least 25 pounds in order to participate in special events
- Must have a valid driver's license and be able to operate a motor vehicle in NJ

Starting date: Immediate

Application Deadline: This position will remain open until filled

Salary: Commensurate with experience

Applications including a cover letter, resume, and the names of two references should be submitted to hr.govrelationsVP@njudubon.org

We are committed to building a diverse team and strongly encourage all qualified professionals to apply. The New Jersey Audubon Society is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, disability, or any other characteristic protected by law.