

THE CONSERVATION FUND

Position Description

TITLE: Government Relations Manager

LINE OF BUSINESS/DIVISION: Operations/Government Relations

FLSA STATUS: Exempt

REPORTS TO: Associate Director, Government Relations

NUMBER OF POSITIONS REPORTING TO THIS POSITION: None

LOCATION: Arlington, VA Headquarters

THE CONSERVATION FUND

The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, we have worked in all 50 states to protect over 8.8 million acres of land since 1985. To learn more about TCF, visit www.conservationfund.org.

POSITION SUMMARY

The Government Relations Manager will support the Government Relations (GR) team’s efforts to develop and implement strategies to secure federal funding through Congressional appropriations and authorizations, agency grant programs and other public funding sources to complete priority conservation projects. The position will oversee the team’s use of a project and funding database and ensure accuracy and integrity of all data, will serve as lead liaison to select federal agencies and programs – helping to represent the organization with the Administration and NGOs – and will assist other team members with federal agency, program, legislative and project tasks.

RESPONSIBILITIES & SCOPE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Maintain and ensure the integrity of project data and funding data in TCF’s Locate database (within Salesforce); identify appropriate reporting, generate reports and conduct analyses to support GR team projects.
- Maintain partnerships with federal departments and agencies such as the Department of Transportation, Environmental Protection Agency, Federal Emergency Management Agency and others.
- Oversee the Fund’s participation in a range of federal grant programs.
- Track federal grant announcements and provide information to the Fund’s field offices about federal grant programs to help them develop and implement their Federal funding strategy.
- Track annual appropriations and authorizing legislation.
- Track Congressional hearings, mark-ups and bill introductions related to TCF priorities, and work with the GR team to develop lobbying materials for Congressional outreach.
- Provide administrative support to the Government Relations Department, including content development, filing documents, processing invoices, and planning meetings and events.
- Create project fact sheets, review project applications and perform other tasks related to advancing federal projects.
- Other duties as assigned.

MINIUM QUALIFICATIONS

- Bachelor's degree in Political Science, Government, Public Administration, a natural sciences field or within another related field.
- Five years of related experience.
- Familiarity with Legislative Branch and/or Executive Branch structure and processes.
- Experience with Salesforce, Microsoft Excel, or other database systems, including report creation and data analysis.
- Exceptional organizational, time-management and multi-tasking skills.
- Strong attention to detail.
- Excellent written and verbal communication skills and ability to work with a wide range of people.
- Strong initiative, entrepreneurship and ability to think strategically.
- High degree of integrity, honesty, maturity and judgment.
- Proficiency with Adobe and Microsoft Office, including Word, Publisher and PowerPoint.
- Capacity to support the development of self and others to maximum potential by fostering team building and by valuing diversity, equity and continuous learning.
- Interest in conservation and commitment to the Fund's mission.

PREFERRED KNOWELGE, SKILLS & EXPERIENCE

- Understanding of Federal appropriations and authorization process.

WORK ENVIRONMENT & TRAVEL REQUIRMENTS

- Work is performed primarily in an office setting, with teleworking available for a portion of the week.
- Estimated travel: 5%, including some overnight stays.

COMPENSATION AND BENEFITS

The salary range for this position is \$75,000 - \$85,000, and the position is eligible for opportunities to earn performance-based bonus compensation. The Fund offers a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan and more.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

*****Please submit cover letter and resume with application*****

Apply at <https://www.conservationfund.org/careers>

To learn more about The Conservation Fund, visit <https://www.conservationfund.org>.

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, The Conservation Fund encourages you to apply.

The Conservation Fund, a nonprofit corporation, is an Equal Opportunity Employer that fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.