

JOB DESCRIPTION

JOB TITLE Director of Government Relations
JOB FAMILY External Affairs
JOB NUMBER 200076
SALARY GRADE 8
STATUS Salaried
DATE October 18, 2016



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| SUMMARY | The Director of Government Relations represents the Conservancy before the North Carolina General Assembly, Congress, and state and federal agencies, and advances the Chapter's goals by securing public funds and public policies in support of conservation strategies. | | | | | | | | | | |
| ESSENTIAL FUNCTIONS | The Director of Government Relations works with an interdisciplinary team to serve as a subject matter expert and advisor on complex and strategic issues. S/he liaises with TNC's global strategy teams, science and field conservation staff, other External Affairs departments and with TNC's operating units to further the conservation goals and strategy. S/he represents the Chapter with members of the North Carolina congressional delegation, as well as the North Carolina General Assembly. The Director of Government Relations serves as the Chapter's primary liaison to state and federal agencies, including the US Forest Service, the US Fish and Wildlife Service, the National Parks Service, North Carolina Division of Parks and Recreation, the North Carolina Wildlife Resources Commission, and others. This position is the project lead for several partnerships. | | | | | | | | | | |
| RESPONSIBILITIES & SCOPE | <ul style="list-style-type: none"> • Co-leads the development and implementation of climate policy with State Director and Director of Climate Program. • Works with Conservation staff to identify and develop policy and government relation needs for various conservation strategies. • May supervise administrative and professional staff with responsibility for performance management, training and development. • Applies a diversified knowledge of practices to support Conservancy strategies. • Works collaboratively within a cross-functional interdisciplinary team. • Develops relationships and works effectively with corporate, government, community, and non-governmental organization partners. • Acts independently within broad program goals. | | | | | | | | | | |
| MINIMUM QUALIFICATIONS | <ul style="list-style-type: none"> • Bachelor's degree in political science, environmental policy, management or other relevant field and 5 years of government relations or corporate sector experience, or equivalent combination education/experience. • Fluency in English. • Analytical and project management experience. Demonstrated experience in successfully developing and implementing complex projects in an unstructured environment. • Experience developing, directing and managing multiple projects and implementing strategic program goals. • Strong communication and presentation skills. | | | | | | | | | | |
| PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE | <ul style="list-style-type: none"> • Juris Doctor or Master's degree or equivalent is preferred. • Multi-lingual skills appreciated. • Knowledge of North Carolina politics. • Understanding of state and federal legislative processes. • Understanding of state and federal environmental policy. • Excellent team player with experience working in multi-disciplinary groups, using influence and interpersonal skills, collaborating, listening, diplomacy and tact to build strong relationships with governments, corporations, partners, donors, volunteers, and all levels of staff. • Outstanding written and oral communication skills with a variety of audiences. • Outstanding negotiating and organizational skills. | | | | | | | | | | |
| ORGANIZATIONAL COMPETENCIES | <table> <tr> <td data-bbox="334 1619 509 1667">Accountability for Outcomes</td><td data-bbox="537 1589 1568 1696">Pushes for excellence. Establishes challenging goals for self and others to drive performance in support of the Conservancy's mission. Rewards behavior that achieves these standards and is aligned with the organization's mission/ values. Takes action to address performance problems in a timely and appropriate manner.</td></tr> <tr> <td data-bbox="367 1711 509 1793">Builds Organizational Capability</td><td data-bbox="537 1701 1568 1808">Builds or adapts organizational structures to accomplish the mission and to improve performance. This includes reorganizing organizational systems, structures, processes, procedures, communication channels or reporting relationships. With the Conservancy's strategic filter in mind, determines who can contribute, gets the right people involved, and builds bench strength for the future.</td></tr> <tr> <td data-bbox="354 1829 509 1877">Collaboration & Teamwork</td><td data-bbox="537 1812 1568 1892">Shows a willingness to put the needs and goals of a global organization before personal/local/departmental needs. Works with others across organizational boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results.</td></tr> <tr> <td data-bbox="345 1906 509 1934">Communications</td><td data-bbox="537 1892 1568 1944">Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.</td></tr> <tr> <td data-bbox="386 1948 509 1999">Courage & Decisiveness</td><td data-bbox="537 1944 1568 1999">Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.</td></tr> </table> | Accountability for Outcomes | Pushes for excellence. Establishes challenging goals for self and others to drive performance in support of the Conservancy's mission. Rewards behavior that achieves these standards and is aligned with the organization's mission/ values. Takes action to address performance problems in a timely and appropriate manner. | Builds Organizational Capability | Builds or adapts organizational structures to accomplish the mission and to improve performance. This includes reorganizing organizational systems, structures, processes, procedures, communication channels or reporting relationships. With the Conservancy's strategic filter in mind, determines who can contribute, gets the right people involved, and builds bench strength for the future. | Collaboration & Teamwork | Shows a willingness to put the needs and goals of a global organization before personal/local/departmental needs. Works with others across organizational boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results. | Communications | Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information. | Courage & Decisiveness | Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong. |
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| Flexibility & Innovation | Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty. |
| Influences for Results | Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support. |
| Open to Learning | Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities. |
| Organizational Awareness | Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success. |

This description is not designed to be a complete list of all duties and responsibilities required for this job.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.