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| **Position Title: State Policy Advocate, Coalition for the Delaware River Watershed** |
| **Department: Government Relations** |
| **Location: Remote -Temporarily remote due to Covid- (Bernardsville, NJ Office)** |
| **Reports To: Director, Coalition for the Delaware River Watershed**  **Classification: Salaried, exempt, full-time regular, 40 hours per week** |

**Job Description:**

The State Policy Advocate of the Coalition for the Delaware River Watershed (Coalition) ([www.delriverwatershed.org](http://www.delriverwatershed.org/)) facilities outreach, grassroots advocacy, and civic engagement efforts to support NJ Audubon’s Conservation Priorities and the Coalition’s state policy goals throughout New Jersey, Pennsylvania, Delaware, and New York. The State Policy Advocate will coordinate closely with the Director of the Coalition to develop and implement the Coalition’s policy and outreach strategy, build and maintain relationships with members, stakeholders, and funders, and contribute to the overall operations of the Coalition and the NJ Government Relations team. The State Policy Advocate will be responsible for coordinating the state-based activities of the Coalition, including managing the State Lead initiative, organizing state advocacy activities, and engaging and mobilizing Coalition members.

**Major Responsibilities:**

* Develop a broad understanding of the mission, activities and accomplishments of the Coalition for the Delaware River Watershed and New Jersey Audubon with the goal of enhancing collaboration among members, engaging in advocacy around relevant state legislative and funding priorities, and raising awareness of activities throughout the Basin
* Coordinate with staff on strategic planning and advancing the Coalition’s programs, projects, and policy positions
* Communicate the Coalition’s goals, operational plans, and strategic vision throughout all levels of the Coalition and partners
* Develop an understanding of relevant state and federal policies and related advocacy initiatives NJA, State Lead organizations, and Coalition members are advancing and identify new policy opportunities for member engagement
* Manage the Coalition’s State Lead Initiative, including coordinating with the four state outreach lead organizations on developing outreach and policy agendas for each state, overseeing a re-grant program, budgeting, reporting, implementing relevant issue-based campaigns, identifying additional sources of funding, and engaging Coalition members
* Works with the state leads to support the planning, coordination, and execution of the Coalition’s annual Delaware River Watershed Day on Capitol Hill
* Review, analyze, and track relevant potential and pending legislation in all basin states
* Develop a wide range of written materials to support Coalition and advocacy efforts, including educational materials, action alerts, testimony on pending legislation, and meeting summaries
* Assist staff by writing letters to the editor op-eds, press releases and other external communication content as needed
* Engage in grass tops and grassroots outreach and organizing around state policy and funding issues in coordination with NJA Government Relations staff, State Lead organization staff, and Coalition members as needed
* Assist in educating elected officials and their staffs on Coalition and NJA policy and legislative priorities through learning and training opportunities to carry our policy goals
* Represent the Coalition and New Jersey Audubon at external events
* Identifies gaps and opportunities to strengthen our collective impact through work plan development and policy setting in the region
* Assist in grant writing and reporting and preparing other necessary reports for Coalition members, CDRW Steering Committee, the public, and other stakeholders
* Supports the development and submission of grant proposals and reports. Seeks new fundraising opportunities to expand Coalition priorities and goals.
* Support coalition operations including developing campaign strategies, meeting/conference planning and management, database and list-serv management, staffing off-site events, and other aspects of workplan implementation
* Recruit and cultivate new organizations, businesses, and government representatives to engage within the Coalition’s priorities, including those focusing on Diversity, Equity, Inclusion, and Justice (DEIJ) within their communities
* Ensure DEIJ best practices are integrated throughout all internal and external Coalition and New Jersey Audubon activities
* Participate with other NJ Audubon staff to adopt a “team” approach towards daily operations at the assigned center
* Assume additional responsibilities as required for the Coalition and New Jersey Audubon

**Qualification/knowledge/skills:**

* Four-year degree required.
* Three to Four years of relevant policy and work experience is also required
* Media, web, legislative and grassroots advocacy and grant writing experience desired
* Knowledge of water/environmental/justice/conservation issues and/or experience working in a coalition a plus
* Knowledge of Geographic Information Systems (GIS) is a plus
* Excellent Computer Skills - Microsoft Office, Excel and PowerPoint
* Excellent written and oral communication skills
* 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 their 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
* 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 reliable transportation. Willingness to travel in the watershed as needed.

**Starting date**: Immediate

**Application Deadline:** This position will remain open until filled

**Salary:** $48,000 to $52,000 annually

Please submit cover letter, resume, writing sample and three references as a single PDF document to Human Resources via email to hr.govrelations@njaudubon.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.*