

# Director of Policy

Reports to: Vice President and Chief of Staff



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## **DUTIES:**

The Director of Policy (or Director) at PennFuture oversees and manages all legislative and executive branch relationships as well as manages all internal public policy decisions and processes. As such, the Director of Policy is PennFuture's chief lobbyist and external voice on policy positions, strategy, and relationships with decision makers at the local, state, and federal level. Internally, the Director of Policy develops, manages, and advances PennFuture's positions on key policy issues and is the organization's eyes and ears in Harrisburg.

The Director of Policy is a trusted spokesperson for the organization in PennFuture-led coalitions and campaigns, often acting as the coalition or environmental community's lead lobbyist and policy strategist. Along with the executive staff, the Director of Policy ensures the effectiveness of PennFuture's legislative and executive branch activities. The Director of Policy is a member of PennFuture's senior leadership team.

In particular, the Director of Policy:

- **Develops and implements PennFuture's public policy agenda.** The Director oversees and manages all internal processes for developing consensus organizational positions on key issues and policy strategies for both offensive and defensive campaigns.
- **Engages with decision makers as the organization's chief lobbyist.** The Director engages, on a consistent basis, with state and federal government officials to educate decision makers on key environmental issues as well as occasionally lobby on behalf of PennFuture positions in accordance with all local, state, and federal laws. The Director may also be tasked with engaging with local officials, depending on PennFuture campaigns and also collaborates with the Director of Energy Center on PennFuture's regulatory activities and campaigns.
- **Acts as the organization's eyes and ears in Harrisburg.** The Director represents PennFuture in Harrisburg, monitoring legislation, attending public hearings, developing legislation, and organizing legislative events. The Director will often collaborate with policy leads from other organizations and engage with representatives from inside and outside of the environmental community.
- **Participates as a member of PennFuture senior leadership team.** The Director coordinates PennFuture's legislative strategy with outreach, communication, legal, civic engagement, and Energy Center staff. The Director also updates PennFuture staff on legislative issues on a consistent basis via formal and informal written and verbal communications.
- **Represents PennFuture in coalitions and campaigns.** The Director will often represent both PennFuture and key coalitions in Harrisburg on key issues. Also, the Director will

often act as coalition policy strategist and lobbyist, particularly when PennFuture is state or policy lead. The Director frequently interacts with the media.

- **Engages in 501(c)4 activities for the Pennsylvania Conservation Voters (PCV).** From time to time, the Director will contract with the PCV to advise and engage the organization on 501(c)4 activities.

**QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

\* Master’s degree or relevant professional experience in a legislature, executive branch office or engaging with decision makers;

\* Background in advocacy or lobbying at the local, state, or federal level;

\* Strong affinity for environmental advocacy and experience with signature strategies of the organization, including advocacy, policy, legal, outreach, and communications. Some knowledge of environmental policy issues a plus;

\* Ability to tell PennFuture’s story with passion and urgency in written and verbal communications;

\* Ability to construct, articulate, and implement organization-wide strategies;

\* Ability to work with diverse groups of people and to influence and engage a wide range of stakeholders and build long-term relationships;

\* A professional and resourceful style; the ability to handle significant responsibility; work independently and as a team player, including managing multiple tasks and projects at a time.

**OTHER:**

This position supports the state-wide work of PennFuture, and often requires travel, particularly to Harrisburg. The position can be based out of the Harrisburg office, or within reasonable travel distance, and requires flexibility as well as independent and collaborative work as needed.

This is a full-time, exempt, position. Competitive salary based on experience. Benefits package includes health care, dental, and paid time off.

**LEGAL DISCLOSURE:**

PennFuture is an equal opportunity employer.

**SUBMISSION:**

Please submit your cover letter, resume, and contact information for three references to [stepp@pennfuture.org](mailto:stepp@pennfuture.org). Please write “Director of Policy Position” in the subject line. The application deadline is January 12, 2018.