



Government Relations Manager Job Description

About NMSF

The National Marine Sanctuary Foundation (NMSF or Foundation) is the private, non-profit partner to the federally managed National Marine Sanctuary System, which includes 13 national marine sanctuaries and one marine national monument. The Foundation was created to inspire all people to preserve, protect and promote this nationwide network of protected areas, which currently encompasses over 150,000 square miles of area in the ocean and Great Lakes, stretching from the Florida Keys to the Hawaiian Islands and from the shore of Lake Huron to the Gulf of Mexico. Through public and private sector partnerships, the Foundation fosters conservation-based research and education and outreach programs designed to connect the public with these underwater treasures. More information can be found on our website at www.NMSFocean.org.

Position Overview

The Foundation seeks a Government Relations Manager to manage and perform all aspects of the Foundation's policy and advocacy, and related functions. We are looking for someone who can think critically and strategically, and can function both independently and as part of a team. Ideal candidates will have: knowledge of and experience in environmental policy, either through work on Capitol Hill, at a federal agency, or at related non-governmental organization; strong communication and organizational skills; ability to work well with a broad range of people and entities; and motivation and drive to excel in the position. The Government Relations Manager will report to the CEO, serve as a member of the Foundation's Management Team, and interact with the Board of Trustees.

The position requires a Bachelor's degree and two years of experience; a full job description follows. Applications shall include a cover letter, resume, and salary requirements. Materials must be submitted to Letise LaFeir, by e-mail (preferable) at letise@nsmfocean.org or by fax at 301-608-3044, no later than November 20, 2009.

Major Responsibilities

Policy and Advocacy

- Formulate, implement, and/or track legislative and other policy initiatives and strategies regarding specific issues of interest to NMSF, both within Congress and within the Administration. Emphasis is on drafting, negotiating (including problem-solving) and advocating NMSF positions, including letters, position papers, testimonies, legislative proposals, public comments, and other relevant materials.
- Track and engage in annual budget cycle and appropriations process, especially as they relate to funding for the National Oceanic and Atmospheric Administration (NOAA) and the NOAA Office of National Marine Sanctuaries.

- Support needs of the CEO and Trustees as they relate to policy activities, such as drafting letters, writing talking points and testimony, and arranging and preparing for meetings.
- Identify opportunities and develop strategies for engagement, participation, information-sharing, and advocacy by NMSF.
- Work cooperatively with other relevant stakeholders, including environmental organizations, industry, and academia, as appropriate. Specifically, this will include representing NMSF in all 'Friends of NOAA' activities, spearheading a coalition to reauthorize the National Marine Sanctuaries Act, and participating in other sanctuary-related and ocean-related groups.

Education and Outreach

- Serve as principle liaison for NMSF with congressional members and staff, administration officials, and counterparts from other non-governmental organizations. This includes representing NMSF at relevant meetings, briefings, events, and other policy venues. In some cases, arrange and lead such activities.
- Identify opportunities for education and outreach by convening sanctuary-related seminars, discussions, and briefings on behalf of NMSF, and in conjunction with other internal and external persons/entities as appropriate, on Capitol Hill and elsewhere.
- Support coordination of content and speakers for the annual Capitol Hill Ocean Week symposium, and arrange targeted congressional meetings during that week for CEO and Trustees as feasible.
- Engage NMSF constituents in policy efforts, providing them with the information needed to support policy activities of NMSF.

Research and Information Gathering

- Provide CEO, NMSF staff, and Trustees with timely information on relevant policy decisions and activities in Congress and the Administration, as well as on the local, state, and international levels as appropriate.
- Maintaining relevant constituent information in NMSF database

Communication

- Coordinate with CEO, and other persons/entities as appropriate, to identify priorities and determine strategy and appropriate roles for NMSF in conducting policy activities.
- Regularly updates, interprets, and advises NMSF about relevant policy activities and decisions.
- Maintain contact with NMSF constituents as needed.

Organizational Leadership

- Contribute to short and long-term organizational planning and strategy as a member of the management team, including regarding NMSF programs and budget.
- Interact at a high level with leadership of the NOAA Office of National Marine Sanctuaries, including with the director, deputy directors, branch chiefs, regional directors, and sanctuary superintendents.
- Interact with the Board of Trustees as needed.

Requirements and Qualifications

Education

- Bachelor's degree in environmental policy, environmental science, or a related field.

Experience and Knowledge

- At least 2 years of experience in policy or advocacy, ideally related to marine issues.
- Strong understanding of congressional processes, both appropriations and authorizing, required.
- Strong understanding of administrative processes, including the federal budget process, required

Skills and Abilities

- Excellent written and verbal communication skills.
- Good organization, prioritization, and time management skills.
- Demonstrated ability to work independently, as well as with a team.
- Ability to think critically and act strategically.
- Ability to work well with a wide range of people and entities.
- Personal integrity and good judgment.
- Negotiation and facilitation skills.
- Competence with the Internet and Microsoft Office.
- Flexibility to travel domestically as needed.

Compensation and Benefits

The Foundation offers a competitive salary that is commensurate with experience. Additional benefits include health insurance, retirement plan option, comp time, and certain expenses.

Closing Date

Closing date for this position is November 20, 2009. Interested candidates should send cover letter, resume, and salary requirements to:

Letise LaFeir

NMSF Director of Government Relations

Email (preferable): letise@nmsfocean.org or fax: 301-608-3044