



ADIRONDACK COUNCIL

PRESERVING WATER,
AIR AND WILDLANDS

Position Title:	Director of Government Relations
Program:	Government Relations
Location:	Albany Office
Reports To:	Deputy Director
Supervises:	Legislative Associate, Program Analyst, Clean Water Program Coordinator
FLSA Status:	Exempt
Schedule/Hours	Mon-Fri: 9-5pm / Flexible with occasional nights and weekends

About Adirondack Council:

The Adirondack Council's values, including our commitment to our mission and vision, are integral to the manner in which we carry out our programs. Each position at Adirondack Council plays an essential role in carrying out our stated values and each employee is expected to support the following values through their day-to-day work.

- Highest Ethical Standards and Integrity
- Responsible and Constructive Fact-Based Education and Advocacy
- Justice, Equity, Diversity, and Inclusion
- Partnerships and Respect for All
- Legacy
- Innovation and Excellence
- Teamwork
- Commitment to the Future

Position Summary:

The Director of Government Relations ("Director") ensures that the Adirondack Council ("Council") has a strategy for and regularly and actively engages state and federal policymakers, Council members, partners and the general public to advance identified conservation and policy priorities consistent with board policy and direction from the Executive Director. The Director leads a team of Council staff in partnership with a wide variety of coalitions and specific partners when priorities cross organizational lines. This person manages a team who supports the Director in daily tasks and expands the capacity of the program. The Director also works with fellow program directors and the Executive Director in developing strategies to achieve Council priorities, providing insight to relevant Government processes, acting as a primary point of contact and influence in Albany and Washington, D.C. The

Director has a working knowledge of conservation and environmental policies and programs. Understanding the management and protection of the Adirondack Park or other landscape-scale conservation programs helpful but not essential. The Director of Government Relations reports to the Deputy Director, is located in the Albany office, and serves as a staff liaison with the Board members of the Government Relations Committee.

Essential Functions:

- Work with fellow program directors, the Deputy Director, and Executive Director to identify key legislative, budgetary and regulatory priorities at all levels of Government. Provide strategic advice to fellow staff and the Board of Directors for their consideration, as directed.
- Meet quarterly with the Government Relations committee of the Adirondack Council Board of Directors to provide updates, seek advice, and request contribution of committee member skill sets.
- Represent the Adirondack Council in the New York State capitol, central agency offices, legislative district offices, and in Washington, D.C., and usher the Executive and Deputy Directors as needed for key meetings. Maintain a strategically relevant network of policy makers, analysts, and support staff. Serve as an Adirondack Resource on any potentially relevant subjects.
- Supervise the Government Relations team in conducting duties pertinent to the Government Relations program, as identified in their position descriptions. Guide their growth and learning with advice and feedback.
- Draft letters, testimony, memos, blogs, action alerts and other various advocacy tools, regularly and often, as is needed to advance strategic priorities and meet internal and procedural deadlines.
- Conduct light legal and budget analyses on proposed and enacted budgets, legislation and regulation, and communicate to board, staff and members.
- Invoke professional legal or lobbying services, with approval from the Executive or Deputy Director, to draft, edit, analyze, and/or advocate for legislation and regulation that is beyond program capacity.
- Foster partnerships and build coalitions with organizations that share or have overlap with priorities and goals. Aspire to work collaboratively with those who may choose not to support or even oppose the Adirondack Council mission and vision.
- Actively engage the membership of the Council, translating their passion for the Adirondacks into effective advocacy for the Council's mission and vision.
- Work with Council staff to ensure compliance with all federal and state lobbying laws. Provide support for effective and on-time lobby expense reporting.
- Conduct other duties as assigned.

Knowledge, Skills, and Abilities:

- Demonstrated ability to explain complex conservation and environmental policies and programs tied to the protection and management of conserved landscapes is a critical component of this position. Experience in the Adirondack Park or similarly-scaled conservation region is preferred but not essential.
- Proven leadership skills including ability to build and lead cohesive teams to achieve strategic goals; proven ability to manage interpersonal skills, conflict resolution and develop collaboration.
- Demonstrated experience in monitoring, interpreting, and explaining relevant government (legislative, regulatory, administrative) processes.
- Proven ability to establish effective relationships and negotiate with a wide range of constituencies.
- Demonstrated experience brokering effective partnerships with business, government and institutional leaders; strong government contacts at local, state, and federal levels.
- Proven communication skills including effective written, verbal and listening skills.

- Proven analytical, strategic thinking, and organizational skills including proven time management, and creative problem-solving skills.
- Proven ability to develop business strategy to accomplish organizational mission, vision and values.
- Proven ability to make high-stakes decisions that balance risk and reward while considering the impact on the organization.
- Proficient with Microsoft Office Suite or related software, expertise in operating legislative tracking software, relevant social media platforms, and other advocacy-specific software to assist in Government Relations work.

Education and Experience:

- Bachelor’s degree in business administration, political science, environmental studies, public relations or related field required.
- Master’s degree preferred.
- Ten plus years of experience in advocacy or public policy required, 5 years in senior director or policy role.
- Demonstrated management experience at both an individual and team scale.
- A valid driver’s license

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: While performing the duties of this job, the employee is regularly required to sit for long periods of time using the computer, in meetings, and driving; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to do tasks that will require reaching with hands and arms to achieve an outcome. This work will require the employee to occasionally drive for long periods of time across remote areas of the Adirondack Park or into the greater NYC metro area. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Other key needs are: the ability to drive and travel long distances; ability to walk to and around the Capitol and related legislative buildings; ability to be around others in a public setting.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. This job is primarily office and Albany based but will occasionally require travel to and across the Adirondack Park, work from the Elizabethtown office, and be involved in coordinating and leading site visits, and visiting with regional municipal leaders and partners across the Park. While performing the duties of this job outside of an office environment, the employee will occasionally need to walk on varied terrain in remote settings, carry a pack weighing as much as 25 pounds, and work outside in varied temperatures and weather conditions depending on the season.

Office Environment: While performing the duties of this job in an office setting, the employee is not substantially exposed to adverse environmental conditions.