

Job Description: Advocacy Manager

Reports to: Director, Government Affairs

Location: Harrisburg, PA



PennFuture's mission is to lead the transition to a clean energy economy in Pennsylvania and beyond. We protect our air, water, and land, and empower residents to build sustainable communities for future generations. Working throughout the Commonwealth, PennFuture's team of attorneys, policy experts, organizers, communications specialists, and advocates watchdog against polluters and environmental injustices, educate the public, and advance pro-environment policies.

Summary

The Advocacy Manager is a joint position between PennFuture and its strategic partner Conservation Voters of PA (CVPA) to directly support each organization's legislative, advocacy, and coalition building tactics. The position has three primary priorities.

1. Supports joint legislative activities. The position would be a part of the collaborative government affairs team with CVPA. Activities could include scheduling, coordinating, and leading legislative meetings, researching legislation, developing short-form content and memos, and managing tracking documents.
2. Manages PennFuture-led coalitions. PennFuture acts as a state lead or engages at an executive level of numerous issue-based coalitions that serve similar functions (e.g. statewide clean water advocacy). Management can range from hosting coalition meetings, coordinating shared strategies, and hosting legislative meetings, as well as other tactics from time to time.
3. Supports CVPA electoral activities. As a joint position, the Advocacy Manager will engage on 501(c)4-allowable activities like accountability programs, candidate endorsements, and directly engaging in elections via CVPA's affiliated political entities.

Commitment to Diversity, Equity, Inclusion, and Justice

PennFuture knows that to achieve our mission, we need to ensure that all Pennsylvanians have equitable access to clean air, clean water, a stable climate, and a clean and sustainable economy. We are committed to ensuring diversity, equity, inclusion, and justice in our organizational culture, policies, practices, and programs. Like the environmental and conservation movement writ large, we have historically fallen short in our efforts to build a truly equitable Pennsylvania. Our vision is to center equity and justice in everything we do as well as to combat systems of oppression and injustices that have long harmed Pennsylvania's environmental justice communities.

Responsibilities

- Support legislative and advocacy efforts on priority state environmental issues, including directly lobbying.

- Create policy content for a legislative audience, including memos, one-pagers, and action alerts, social media, as well as manage legislative tracking and coordinate legislative scheduling.
- Coordinate and manage select PennFuture coalitions, such as hosting meetings, coordinating events, leading advocacy efforts, and connecting coalition activities to strategic priorities of PennFuture.
- Represent PennFuture and CVPA in external meetings, forums, and coalitions, when appropriate.
- In coordination with the joint government affairs team, build and maintain strategic partnerships and alliances with other civil society organizations, government agencies, state legislators and/or staff, academic institutions, and private sector actors.
- Support CVPA's candidate endorsement process, electoral planning and execution, and coordination with external stakeholders.
- Support CVPA's accountability efforts, including work on the Annual Environmental Scorecard and other rapid response accountability programs.
- Other policy and advocacy related projects as directed.

Preferred Experience and Skills

- Minimum 3-5 years of relevant professional experience, including experience in advocacy, campaigning, or policy work on environmental issues.
- Experience engaging in and/or managing environmental coalitions.
- Strong knowledge and understanding of statewide environmental policy and legislative issues.
- Strong communication and presentation skills, both written, oral, and through social media, as well as the ability to tailor messages to different audiences and platforms.
- Demonstrated skills and experience in lobbying, media relations, public mobilization, and event management.
- Strong leadership and management skills, and the ability to work effectively in a team and with diverse stakeholders.
- High level of initiative, creativity, and problem-solving skills, and the ability to work under pressure and meet deadlines.
- Commitment to the diversity, equity, inclusion, and justice values and vision of PennFuture and CVPA.

Location, Salary and Benefits:

This position is based out of PennFuture's Harrisburg office to facilitate strong relationship building with state decision makers and partner organizations. In general, PennFuture follows a hybrid work structure where employees can work remotely, from the office, or in the field, as needed, based on demands of specific tasks, team collaboration, or personal work preferences. Staff work with their supervisor to ensure the right balance.

This is a full-time, exempt position. Salary range is \$50,000 to \$55,000. Benefits package includes health care, dental, vision, 5 weeks of paid vacation, 2 weeks of paid sick leave, 12 paid holidays, and a 403(b)-retirement plan with employer match.

PennFuture encourages applications from individuals underrepresented in the environmental community, including people of color, and persons with nontraditional work and educational experience. All applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, or political affiliation.

Submissions:

Applications will be considered on a rolling basis. Please use the following link to apply for this position: <https://research.typeform.com/to/XgHB1ksK>

Application requires a cover letter, resume, and short 1-2 page writing sample and contact information for 3 references. Please be sure to select "Advocacy Manager" in the drop down to be considered for this position.

<https://research.typeform.com/to/XgHB1ksK>

Phone calls and emails will not be accepted.