

# Director of Government Affairs

Reports to: Executive Vice President and Chief of Staff



**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.**

## **INTRODUCTION:**

The Director of Government Affairs at PennFuture oversees and manages all legislative and executive branch relationships, acting as the organization’s chief lobbyist and external voice on its positions on legislation, executive action, and relationships with decision makers at the local, state, and federal level. Internally, the Director supports the development of PennFuture’s policy positions and advances those positions on key issues while being the organization’s eyes and ears in Harrisburg.

The Director 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 legislative strategist. Along with the executive staff, the Director ensures the effectiveness of PennFuture’s legislative and executive branch activities. The Director is a member of PennFuture’s senior leadership team.

## **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.

## **JOB RESPONSIBILITIES:**

- **Supports the development of PennFuture’s public policy agenda.** The Director supports, and at times manages, all internal processes for developing consensus organizational positions and strategies on key issues and legislation 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 Vice President of Legal and Policy and Director

of the 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. When the organization's policy work extends to federal issues, the functions are the same.
- **Participates as a member of PennFuture senior leadership team.** The Director coordinates PennFuture's legislative strategy with campaign, communication, legal and policy, 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.
- **Marshalls the resources of the organization to accomplish legislative goals.** The Director will collaborate with staff to activate and/or build cross-cutting teams necessary to achieve legislative and executive action success. This includes working with PennFuture's strategic partners and coalitions.

#### **PREFERRED EXPERIENCE AND SKILLS:**

- 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;
- Commitment to the values of diversity, equity, inclusion, and justice and employing that in all their work;
- 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, including distilling often times complex pieces of legislation into easy to-understand statements, presentations, memos, and other forms of communication;
- 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.

**LOCATION, SALARY, AND BENEFITS:**

The Director of Government Affairs position is based in its Harrisburg, PA office to facilitate strong relationship building with state decisionmakers. 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.

For example, the Director of Government Affairs position requires regular meetings in the state capitol building and often entails meetings early in the morning or later in the evening to accommodate the schedules of decisionmakers. Additional travel statewide is also necessary for in-district visits, coalition meetings, and other decisionmaker meetings.

This is a full-time, exempt position. Salary range is \$75,000 to \$85,000. 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.

PennFuture requires proof of vaccination against Covid-19 as a condition of employment but, in some circumstances, we may provide an exemption based on a medical condition that precludes vaccination or because of a deeply held religious conviction.

**SUBMISSION:**

Applications will be reviewed on a rolling basis until the position is filled. Please submit your cover letter, resume, one written example of describing a policy issue, and contact information for three references to [stepp@pennfuture.org](mailto:stepp@pennfuture.org). Please write "DIRECTOR OF GOVERNMENT AFFAIRS" in the subject line.