



POSITION TITLE:

## **STATE GOVERNMENT AFFAIRS COORDINATOR**

**Reports to:** Director of Conservation

**Location:** Idaho, Montana, or Wyoming.

**Supervises:** Contract lobbyists in Idaho, and/or Montana, and/or Wyoming.

**Status:** Full-Time, Exempt

**Last Update:** January 2024

### **Organizational Overview:**

For more than 40 years, the Greater Yellowstone Coalition (GYC) has been “America’s voice for a Greater Yellowstone.” As the only on-the-ground conservation group working solely to protect the Greater Yellowstone Ecosystem (GYE), we strive passionately, professionally, and strategically to protect the lands, waters, and wildlife of this remarkable area. Greater Yellowstone’s 20 million acres comprise one of the last and largest intact temperate ecosystems on Earth. It is also home to vibrant communities with varied economies and unique cultures in the three states of Idaho, Wyoming, and Montana.

As a place-based conservation organization, GYC uses the full range of tools available to achieve durable conservation outcomes. We believe in the power of working together. We are creative thinkers and aren't afraid to think big when it comes to achieving our goals and advancing our mission. We build authentic and trusting relationships. We believe in what we do.

### **Scope of Responsibilities**

The Government Affairs Coordinator (Coordinator) will coordinate government affairs in support of GYC’s state policy goals in Idaho, Montana, and Wyoming. Collaborating closely with GYC staff in all three states, the Coordinator will organize GYC’s relationship building and management with priority state elected representatives and their respective staff, state wildlife

commissioners, appointed officials, agency staff, and key partners. The Coordinator will support the advancement of state policy priorities that help protect the lands, waters, wildlife, and Tribal conservation priorities of the GYE, corresponding defense against policies that would harm these priorities, ensure tracking and monitoring of relevant legislation, engagement in relevant meetings and events, and help strengthen relationships with key elected representatives, appointed officials, agency staff, and partners. A primary responsibility of the Coordinator is to represent GYC in a professional manner and support long-term relationship building for the organization as we are committed to building durable relationships and maintaining the continuity of GYC's policy positions across the ecosystem.

### **Essential Duties and Responsibilities**

- Collaborate with GYC staff to identify, research, and prioritize people with whom GYC should establish and strengthen relationships in Idaho, Montana, and Wyoming.
- In close collaboration with the team, manage GYC's relationship building, maintenance, and enhancement with priority state elected representatives and their respective staff, state wildlife commissioners, appointed officials, agency staff, and key partners.
- Supervise contract lobbyists to advance GYC's policy goals and government affairs strategy.
- Collaborate with relevant GYC staff to develop and advance policies and funding mechanisms that help protect the lands, waters, and wildlife, address the impacts of climate change, and support Tribal conservation priorities of the GYE.
- Ensure the GYC team is aware of all relevant state activity by tracking legislation, state administration policy and programming, legislative schedules and communications from elected representatives, partners, and a host of key interest groups.
- Organize GYC staff engagement in all relevant state legislative hearings, interim committee meetings, and all appropriate state legislative activities.
- Coordinate appropriate engagement in all relevant state legislative-based coalitions working on conservation in the GYE.
- Proactively communicate with relevant GYC staff to address any timely state issues and coordinate with GYC staff to ensure appropriate testimony at all relevant opportunities.
- Build durable relationships and maintain the continuity of GYC's policy positions across the GYE.
- Serve as a spokesperson for GYC policy goals as appropriate in coordination with the team.

### **Qualifications**

- Proven ability to perform the essential duties listed above.
- A minimum of 5-7 years of experience working in the conservation field; ideally 5+ years working in a government affairs related role in the West.
- A bachelor's degree in a relevant field; advanced degree preferred (highly relevant experience and a demonstrated commitment to personal development and growth will also be considered).
- At least 3 years of experience successfully managing people, including supervising, evaluating, and training direct reports.
- Demonstrated experience building and managing durable relationships with elected representatives and government agency staff.
- Proven experience and success in planning and implementing government affairs strategies aimed at bringing about public policy change.

- Track record of effective collaboration as part of a cross-functional team.
- Strong written and verbal communications skills and a proven ability to work effectively with diverse populations.
- Experience in public speaking and external communications, including the ability to work well with the media and to articulate organizational positions and concerns.
- Ability to work successfully at the state level with a politically diverse array of stakeholders.
- Desire to learn and grow professionally, as well as support the growth of colleagues.
- Familiarity with the Greater Yellowstone Ecosystem and conservation in the West.
- Willingness to regularly travel across Idaho, Montana, and Wyoming.
- Commitment to GYC's mission and goals.

### **Compensation and Benefits**

- Salary range: \$76,000-82,000
- Employer paid health premiums for employees and contributions for dependents, spouses, and domestic partners
- Employees can elect to have additional premiums for vision, dental, life, and accident policies
- Employer-paid long-term disability plan
- Generous time-off: vacation, sick, personal, paid holidays, and sabbatical
- Hybrid work model
- Paid volunteer hours
- Tuition reimbursement program
- Employer contribution to 401k plan with match available

### **Physical Working Conditions**

*GYC is committed to honoring and improving accommodation within our existing infrastructure.*

- Business office environment with moderate noise.
- Will sit or stand at a desk and move between offices. Accommodations can be made.
- Work on a computer, use a telephone, and other general office equipment.
- Lift and carry up to 25 pounds. The use of a dolly, cart, etc. is available. Accommodations honored and assistance from other staff are strongly encouraged.
- This position will be up to 60% travel, mostly by car, across Idaho, Montana, and Wyoming.

*The Greater Yellowstone Coalition is an equal opportunity employer. We do not discriminate and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason.*