

JOB DESCRIPTION



JOB TITLE	Delaware Director of External Affairs
JOB FAMILY	External Affairs
JOB NUMBER	200076
SALARY GRADE	8
STATUS	Salaried
DATE	January 9, 2020

A LITTLE ABOUT US

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit www.nature.org or follow @nature_press on Twitter.

YOUR POSITION WITH TNC

Serving as a spokesperson and advocate, the Delaware Director of External Affairs (Director) will represent the Conservancy with elected officials and their staff; government agency officials; foundations and other funders; and other conservation partners in Delaware to broaden support for the Conservancy's conservation priorities. The Director provides strategic leadership in support of the Conservancy's conservation goals by leading public policy initiatives in Delaware and report to the Executive Director of the PA/DE Chapter. The Director is an experienced external affairs professional who identifies trends and opportunities to position the Conservancy for success in the public policy arena and builds strong working relationships with public officials across Delaware to support the state and federal policy priorities of The Nature Conservancy. This is an outstanding opportunity to build upon a legacy of conservation in Delaware, the Mid-Atlantic and beyond.

ESSENTIAL FUNCTIONS

The Director is an outward-facing representative of the Conservancy's priorities, projects, and accomplishments. They serve as the principal contact to members of Delaware's General Assembly, Administration and State Agency leadership. The Director also builds close working relationships with Delaware's Congressional delegation to support the federal policy priorities of The Nature Conservancy. In coordination with conservation staff, the Director monitors state legislative and administrative initiatives and policies and strategically advances those that are relevant to the Chapter's conservation strategies. The Director also develops and executes policy strategies that further the Conservancy's climate policy goals at the state and regional levels.

The Director must have the ability to form productive alliances and partnerships with a broad array of partners. It is very important that TNC is recognized as non-partisan and focused on useful partnerships that advance its mission. The Director also represents the Conservancy's priorities to corporate, public, and private funders.

RESPONSIBILITIES & SCOPE

- Represents the Conservancy externally to a diverse set of government and private partners.
- Maintains a deep and broad understanding of and ability to communicate the Conservancy's programs and priorities, in Delaware, the Mid-Atlantic/Central Appalachian region, and globally.
- Builds strong working relationships with elected officials, their staff, and administration and agency officials.
- Design and implement annual and multi-year public policy strategies and ensure accomplishment of targeted results. Establishes and maintains optimal performance standards within budget. Frequently makes independent decisions based on analysis, ambiguous information, and judgment.
- Develops and implements multi-year fundraising strategies and goals; builds and maintains strong working relationships with prospects or fundraising constituents.
- Ensures communication and collaboration between DE and PA government relations staff, conservation staff, the Conservancy's US government relations staff, and among external partners. Builds a positive, collaborative, and results-driven culture. May need to gain cooperation from individuals or groups (inside and outside the Conservancy) over whom there is no direct authority in order to accomplish program goals.
- Ensures program meets all lobbying, contractual and legal regulations and standards.
- Support program objectives by working in a complex matrix organization environment and works collaboratively within a cross-functional interdisciplinary team.
- Develops relationships and works effectively with corporate, government, community, and non-governmental organization partners.
- Acts independently within broad program goals.
- Participates in negotiates for complex, high profile or sensitive agreements.

MINIMUM QUALIFICATIONS

- Bachelor's degree in political science, environmental policy, management or other relevant field and 5 years of government relations or corporate sector experience, or equivalent combination education/experience.
- Excellent team player with experience working in multi-disciplinary groups, using influence and interpersonal skills, listening, diplomacy and tact to build strong relationships with governments, partners, and all levels of staff.
- Experience working in partnership with a broad variety of people and organizations with different backgrounds, views, intentions and interests; experience in negotiating and managing complex and sensitive deals.
- Demonstrated outstanding oral and written communication skills, including the ability to address issues in nonpartisan and non-polarizing ways.
- Ability to determine an individual or organization's interests, capacity and potential for helping the Conservancy meet its goals, and act appropriately to tie those interests with the Conservancy's work.
- Analytical and project management experience. Demonstrated experience in successfully developing, directing and implementing multiple complex projects, and strategic program goals in an unstructured environment.
- Proven experience representing organizations in public environments through formal and extemporaneous presentations.
- Outstanding negotiation skills.
- Fluency in English

DESIRED QUALIFICATIONS

- Experience forming productive alliances that advance a specific mission, particularly as it relates to conservation and sustainable practices in both urban and rural settings.
- Knowledge of and interest in conservation issues and trends.
- Ability to approach work and address challenges with determination and intellectual curiosity
- Familiarity with Delaware General Assembly and/or State Agencies
- Familiarity with social, economic and political conditions and issues in Delaware and the Mid-Atlantic
- Professional experience as staff or lobbyist on Capitol Hill
- Multi-lingual skills and multi-cultural experience.
- Master's degree
- Experience presenting to and communicating with management-level individuals within the corporate sector.
- Supervisory experience

ORGANIZATIONAL COMPETENCIES

Builds Relationships	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
Collaboration & Teamwork	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
Communicates Authentically	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
Develops Others	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
Drives for Results	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
Leverages Difference	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
Systems Leadership	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.