

THE CONSERVATION FUND

Position Description

TITLE: Government Relations Associate

LINE OF BUSINESS/DIVISION: Operations/Government Relations

FLSA STATUS: Exempt

REPORTS TO: Government Relations Manager

NUMBER OF POSITIONS REPORTING TO THIS POSITION: None

LOCATION: Arlington, VA Headquarters

THE CONSERVATION FUND

The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, we have worked in all 50 states to protect over 8.5 million acres of land since 1985. To learn more about TCF, visit www.conservationfund.org.

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination required.

POSITION SUMMARY

The Government Relations Associate will support the Government Relations team’s work to secure federal funding through Congressional appropriations and authorizations, agency grant programs and other public funding sources to complete priority conservation projects. The position will focus on supporting the Government Relations team, including database management, while also assisting team lobbyists with federal agency, program, legislative, and project tasks, with potential for serving as the Government Relations lead for some federal agencies and programs.

RESPONSIBILITIES & SCOPE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Support the Fund’s Conservation Acquisitions Department to help select, implement and complete land acquisition projects.
- Support the Fund’s Conservation Services, Conservation Ventures, Mitigation programs and other initiatives.
- Enter, maintain and review relevant project and funding data in TCF’s Locate database (within Salesforce), including generating reports and analyses for the Government Relations team.
- Support Government Relations lobbyists by creating project fact sheets, reviewing project applications and other tasks related to advancing federal projects.
- Track federal grant announcements and provide information to the Fund’s field offices about federal grant programs.
- Track Congressional hearings, mark-ups and bill introductions related to TCF priorities, and support development of various lobbying materials for Congressional outreach.
- Provide administrative support to the Government Relations Department, including filing documents, meeting and event preparation, content development and processing invoices.
- Other duties as assigned.

MINIUM QUALIFICATIONS

- Bachelor's degree.
- 2-3 years of related experience.
- Exceptional organizational, time-management and multi-tasking skills.
- Strong attention to detail.
- Excellent written and verbal communication skills and ability to work with a wide range of people.
- Strong initiative, entrepreneurship and strategic thinking.
- High degree of integrity, honesty, maturity and judgment.
- Proficiency with Adobe and Microsoft Office, including Word, Publisher, Excel, and PowerPoint.
- Capacity to support the development of self and others to maximum potential by fostering team building and by valuing diversity, equity and continuous learning.
- Interest in conservation and commitment to the Fund's mission.

PREFERRED KNOWELGE, SKILLS & EXPERIENCE

- Experience with Salesforce, or other database systems, including report creation and data analysis.
- Familiarity with Legislative Branch and/or Executive Branch structure and processes.

WORK ENVIRONMENT & TRAVEL REQUIRMENTS

- Work is performed primarily in an office setting.
- Estimated travel: 5%, including some overnight stays.

COMPENSATION AND BENEFITS

This position offers a competitive salary, opportunities to earn performance-based bonus compensation and a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan and more.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

To learn more about The Conservation Fund, visit <https://www.conservationfund.org>.

Qualified candidates should email their resume with cover letter to: careers@conservationfund.org.

The Conservation Fund, a nonprofit corporation, is an Equal Opportunity Employer that fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.