



## Position Description

**TITLE:** Senior Government Relations Representative  
**LINE OF BUSINESS/DIVISION:** Operations/Government Relations  
**FLSA STATUS:** Exempt  
**REPORTS TO:** Senior Vice President, Government Relations  
**NUMBER OF POSITIONS REPORTING TO THIS POSITION:** 0  
**LOCATION:** Arlington, VA

## 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](http://www.conservationfund.org).

## POSITION SUMMARY

Working as part of the Government Relations Department, the Senior Government Relations Representative is a lead lobbyist supporting the Fund’s department, program and project leaders, primarily by helping represent the organization with the Administration, Congress, and NGOs. The position will focus on providing Government Relations assistance for securing federal funding through Congressional appropriations and authorizations, agency grant programs and other public funding sources, to complete priority conservation projects.

## 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.

- Maintain relationships with the legislative and executive branches, as a lead lobbyist.
- Serve as the lead liaison for southeast U.S. Congressional delegations.
- Advocate for programmatic funding, overseeing the Fund’s participation in a range of federal grant programs, and building partnerships with federal departments and agencies, such as the Department of Transportation, Environmental Protection Agency, U.S. Forest Service and others.
- Advance appropriations and authorizing legislation to provide federal land conservation funding, such as the Land and Water Conservation Fund (“LWCF”), to help the Bureau of Land Management, National Park Service, U.S. Forest Service, U.S. Fish and Wildlife Service, and state and local agencies achieve their land acquisition goals.
- Provide information to the Fund’s field offices about the federal budget, appropriations process, federal grant programs, authorizing legislation and rulemakings along with agency policies and decisions.
- Track and engage in federal authorizing legislation.
- Represent the Fund in partnerships with conservation organizations, businesses, and landowners relating to federal policy, federal appropriations, and agency budgets.
- Work as part of the Government Relations Department to support the Fund’s Conservation Acquisitions Department to help select, implement, and complete land acquisition projects.
- Work as part of the Government Relations Department to provide support for the Fund’s Sustainable Programs, Conservation Ventures, Mitigation programs, and other initiatives.

## **MINIMUM QUALIFICATIONS**

- At least ten years of related experience, with a minimum of three years of work experience in Congress or the Executive Branch; related non-profit or private sector employment will also be considered.
- Thorough understanding of the federal appropriations and authorization processes, and federal land management agencies.
- Ability to achieve annual business results.
- Excellent written and verbal communication skills.
- Ability to foster communication that is direct, productive and two-way.
- Strong initiative, entrepreneurship, and strategic thinking.
- High degree of integrity, honesty, maturity and judgment.
- Capacity to support the development of self and others to maximum potential by fostering team building and by valuing diversity, equity and continuous learning.
- Commitment to land conservation including fish and wildlife habitat protection, outdoor recreation and historic preservation.

## **PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE**

- Advanced degree is a plus.

## **WORK ENVIRONMENT**

- Work is performed primarily in an office setting.
- Estimated travel – 10-15%, 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 resume and cover letter to: [careers@conservationfund.org](mailto:careers@conservationfund.org).

*The Conservation Fund, a Non Profit Corporation, is an Equal Opportunity Employer who 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 practice in the investigation of any complaint, or otherwise oppose discrimination.*