**To apply:**

[**https://conservancy.topdoghrrecruiting.com/job/272081/water-policy-manager?s=cw**](https://conservancy.topdoghrrecruiting.com/job/272081/water-policy-manager?s=cw)

**Job Title:**Water Policy Manager  
**Department:** Environmental Policy  
**Reports To:**Director of Environmental Policy  
**FLSA Status:**Exempt

**PURPOSE OF JOB:**Provides primary leadership and technical expertise for the Conservancy on natural resources issues, including water resources policy and Everglades Restoration focusing on Western Everglades issues.  Oversees technical analysis and policy formulation for staff on subject matter expertise.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**  
• Advocates, lobbies, and acts as primary spokesperson and technical expert on water resources, and Western Everglades Restoration issues.  
• Provides analysis of relevant data and literature, laws and regulations, and other information pertinent to policy formulation; compiles such information into the drafting of white papers, comment letters, and position statements, advocacy materials and other communications for our members, board, government staff, elected officials and the general public.  
• Educates local, state and federal governmental agencies and policy makers regarding water resources and Western Everglades Restoration issues and provides testimony at public meetings and hearings.  
• Monitors and participates in governmental meetings and meetings of other decision-making entities regarding water resources issues and Western Everglades Restoration; prepares a record of discussions and recommended actions.  
• Assists the organization in creating state legislative recommendations, and represents the Conservancy in support of priorities by meeting with elected officials and staff during legislative session and providing testimony at committee hearings in Tallahassee.  
• Works with Conservancy lobbyist on state legislative advocacy priorities and strategies.  
• Provides public outreach presentations as appropriate.  
• Provides technical and administrative support for relevant Conservancy litigation.  
• Works with and helps oversee contract consultants, lobbyists and legal counsel on relevant water resources and Western Everglades Restoration issues.  
• Participates in and provides leadership on environmental committees and boards as assigned.  
• Monitors and reviews issues relating to water resources and Western Everglades Restoration policy; researches and provides technical analysis on these issues and creates documentation in support of recommendations; provides recommendations to the Director of Environmental Policy.  
• Supervises Environmental Policy Conservation Associate(s), oversees the Water Policy Specialist on issues relating to water policy and the Western Everglades, and makes hiring decisions in conjunction with the Environmental Policy Manager and Environmental Policy Director.  
• Provides guidance to other staff on water resource and Western Everglades issues.  
• Assists the Environmental Policy Directors of both the Conservancy and Sanibel-Captiva Conservation Foundation in managing the work plan for shared staff position(s).  
• Cultivates relationships and enhances communication and coordination with governmental and non-governmental entities in order to advance the organization’s policy goals.  
• Acts as spokesperson for the media on relevant issues.  
• Assists in preparing grant requests and reports.  
• Maintains code of ethics and confidentiality of all donor records and Conservancy confidential information.  
  
**OTHER/NON-ESSENTIAL DUTIES:**  
• Contribute to the organization’s newsletter and other media outlets as requested.  
  
The above statements describe the general qualifications required to perform the job and the general nature and level of work performed - not a complete list of duties - additional responsibilities may be assigned by management.  
  
**REQUIRED QUALIFICATIONS:**  
• Bachelor’s degree required in environmental policy, environmental studies, natural sciences, or other relevant degree and at least 3 years of work experience in the field of environmental policy at a leadership level.  
• Proficiency in Florida-specific water regulations and Everglades Restoration.  
• Knowledge of and familiarity with fundamental ecological principles, wetland terminology, mitigation principles, hydrology and various wetland community types found throughout South Florida.  
• Strong commitment to the conservation of biodiversity, environmental quality, and natural resources.  
• Grant writing experience preferred.  
• Demonstrated ability to work cooperatively with individuals of diverse interests and backgrounds.  
• Geographic Information Systems computer skills preferred.  
• Excellent written and oral communication skills.  
• Strong organizational and leadership abilities.  
• Willing to work variable hours and to travel statewide to meetings on water resources and Everglades issues, in personal vehicle if Conservancy fleet vehicle is not available. Travel outside the state may also be necessary.  
  
**EDUCATION AND/OR EXPERIENCE:**  
• Bachelor’s degree required in environmental policy, environmental studies, natural sciences, or other relevant degree and at least 3 years of work experience in the field of environmental policy at a leadership level.   
  
**SKILLS AND ABILITIES:**  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
• Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.  
• Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.  
  
**CERTIFICATES, LICENSES, REGISTRATIONS:**  
• Valid driver license and good driving record.  
  
**PHYSICAL, DEMANDS AND WORK ENVIRONMENT:**  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
***Physical demands:***While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Special vision abilities required by this job include close vision; distance vision; peripheral vision, depth perception and ability to adjust focus.  
***Work Environment:***The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee will occasionally be exposed to outdoor weather conditions. While performing the duties of this Job, the employee will be exposed to a moderate noise level in the work environment.  
  
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