



The voice of fish and wildlife agencies

1100 First Street, NE, Suite 825
Washington, DC 20002
Phone: 202-838-3474
Fax: 202-350-9869
Email: info@fishwildlife.org

POSITION ANNOUNCEMENT

The Association of Fish & Wildlife Agencies offers an excellent suite of benefits including: paid vacation, paid sick leave, a 401k plan with up to a 7% employer contribution, the ability to work from home two days a week, short and long term disability insurance, a supportive culture and a commitment to diversity and inclusion.

Position Title

Fisheries and Aquatic Resources Policy Program Manager

Reports to

Government Affairs Director

Position Location

Washington, DC. *DC based positions are expected to work from the office for a minimum of three days per week with the option to work up to two days per week from home.*

Job Type

Full-time / Exempt

AFWA Background

The Association of Fish and Wildlife Agencies, founded in 1902, represents North America's fish and wildlife agencies. It promotes sound management and conservation and speaks with a collective voice on important fish and wildlife issues. The Association is a nonprofit, 501(c)(6) trade association. See www.fishwildlife.org for more information.

Position Summary

The Government Affairs Program Manager, Fisheries and Aquatic Resources Policy supports the Government Affairs Director and leads and assists with Congressional advocacy logistics, conducts Congressional advocacy, leads and assists with Association policy development, coordinates federal rule-making responses, and provides outreach and education to Association members on Congressional legislation and actions to increase the organization's advocacy capacity and effectiveness. The Government Affairs Program Manager serves as the lead point of contact for fisheries and aquatic resource policy issues of which include both freshwater and marine ecosystems as well as aquaculture. In addition to the aforementioned focus areas, the Government Affairs Program Manager may also assist the Government Affairs Director in policy areas that include, but are not limited to, wildlife, forests, federal appropriations, public lands statutes, Tribes, conservation, invasive species, natural resource, and energy statutes and any other statutes and legislation that could affect the management authority of state fish and wildlife agencies. This position provides staff support to the following AFWA Committees, Subcommittee, and Working Groups: Fisheries & Water Resources Policy Committee, Subcommittee on Water, Drug Approval Working Group, Bird & Fish Related Conflict Working Group, Aquatic Animal Health Working Group, and Ocean Resources Policy Committee.



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Duties

Support Government Affairs Logistics – coordinate, schedule, and lead Congressional and community/coalition meetings and conference calls on topics related to fish and aquatic resource policy, assist the Government Affairs Director with scheduling community/coalition meetings and conference calls, participate in meetings on behalf of and with the Government Affairs Director, take notes, and assist with meeting and organizational follow-up on tasks and logistics.

Conduct Advocacy – coordinate and lead meetings with congressional staff on fisheries and aquatic resource topics, conduct meetings with congressional staff in direct support of the Government Affairs Director; lead and assist as needed with writing and submitting congressional testimony and statements for the record; develop talking points on legislation and issues; draft and track, and assist when necessary with the drafting and tracking of Senate and House Dear Colleague Letters and community letters of support/opposition on legislation; develop and distribute advocacy messages to Congress on important legislation.

Lead and Assist with Policy Development—Identify emerging Congressional issues that impact fisheries and aquatic resources, assist the Government Affairs Director with identifying emerging Congressional issues; assess potential impacts of legislation to Association state fish and wildlife agency members; coordinate the development of Association positions on Congressional legislation; and provide legislative support to Association committees and working groups. Develop, or when needed, assist the Government Affairs Director in developing, nationally coordinated comments with state fish and wildlife agency members for submission during federal agency rule-making processes.

Outreach and Education to Association members –Provide written and verbal communications to State fish and wildlife agency Directors, their key staff, and Association committees on Congressional affairs via coordinating regularly scheduled conference calls and content and during committee meetings; writing content for Association member communications; assist with development of Congressional “calls to action” for Association members; assist the Association’s Communications Director with management of web content for government affairs issues.

Other duties as assigned.

Qualifications

Ability to communicate effectively (orally and in writing), work effectively with others, be self-motivated, manage long-term and plan strategically as well as handle short-term deadlines, demonstrate sharp policy analytical ability, and manage multiple projects/issues simultaneously. Ability to develop and maintain relationships with key policymakers and Congressional staff, AFWA members, and conservation organizations. Experience with planning and facilitating meetings. Also requires familiarity with the federal regulatory process. Experience working for a state, federal, territorial, or provincial fish and wildlife agency or a demonstrated understanding of the role of state fish and wildlife



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agencies preferred. Experience working for a member of Congress in policy-making and the legislative process is desirable.

The Association utilizes Microsoft 365 and Microsoft Office products. Proficiency with these products is required.

Education

Master's or bachelor's degree in fish and wildlife management or a closely related field; or master's or bachelor's degree in political science with a focus on natural resource conservation or environmental studies; and at least 3-5 years' experience in policymaking and the legislative process.

Travel time required: 25%

Application Process

Please email CV and cover letter, subject line *Fisheries and Aquatic Resources Policy Program Manager*, to kthiede@fishwildlife.org.

Compensation

Beginning salary: \$70,000

Application Deadline

June 27, 2022 or until filled.

Equal Opportunity

The Association provides equal opportunity in all our employment practices. The Association makes employment decisions based on merit, qualifications, abilities, and business needs, without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, marital status, military status or any other category protected by applicable federal, state and local laws.