

**AUGUST 2013
FOR REFERENCE ONLY**

SCB North America Policy Director

Job Type: full-time permanent position

Location: Washington, DC

The Society for Conservation Biology (SCB) is a global community of conservation professionals with over 4,000 members (resource managers, educators, government and private conservation workers, informed members of the public, and students) dedicated to advancing the science and practice of conserving the Earth's biological diversity. More information about SCB can be found at: <http://www.conbio.org>

SCB seeks a North American Policy Director (PD) to fill two critical roles: (1) to help prepare and implement the policy process guided by SCB's strategic plan <http://www.conbio.org/about-scb/strategic-plan> and the North America Section Policy Subcommittee; and (2) to empower the membership by providing them with the information and skills necessary to influence the policy process themselves.

This is a new position. The North American Policy Director is responsible for coordinating all of SCB's policy activities in the U.S. and Canada, is expected to maintain an office in the Executive Office of SCB in Washington, D.C., and reports to the Executive Director. This position requires significant abilities and experience in communications, a broad understanding of SCB's mission and philosophies, sensitivity to maintaining an objective role for SCB scientists in the policy arena, collaboration with other professional societies and scientists, and a clear vision for SCB's role in influencing conservation policy and compelling ideas on how to achieve it. The position requires initiative, flexibility, and the ability to maintain a high level of confidentiality. The major focus of this position is policy related to North America. As such, the North American Policy Director will work closely with the North America Policy Subcommittee.

Responsibilities:

- Serve as representative of SCB, displaying tact, consideration, and respect in all interactions with other members of the SCB community, SCB partners, and the public in advancing policy initiatives.
- Implement policy initiatives as approved by NAPS in consultation with Executive Director.
- Provide leadership in obtaining funding to support the North American Policy program.
- Bring attention to pending policy issues that warrant scientific involvement. The North American Policy Director will work with SCB leadership to craft and implement official response to such issues.
- Work with SCB leadership and members to develop proactive policy initiatives that emerge from conservation science, such as commenting on federal rulemaking, providing expert witness testimony,

briefing legislators and staffs, and creating background documents for use by policy-makers.

- Explore and enhance opportunities for collaborative activities with other scientific societies and nongovernmental organizations.
- Design and implement channels to keep SCB members apprised of conservation policy issues, and enable the membership to engage in policy through training opportunities and web-based policy tools.
- Provide training opportunities in policy activities via 1-on-1 assistance for a limited number of SCB members and via workshops at SCB International Congresses on Conservation Biology and the North America Congress on Conservation Biology for a larger number of SCB members.
- Serve as liaison to the Smith Fellows program providing direction and leadership on policy issues.
- Provide content for North America policy pages on SCB website and related publications (e.g., peer reviewed policy papers for SCB publications).
- Other duties and tasks as assigned.

Qualifications:

- Bachelors or Masters degree in conservation science (with a significant policy/management component strongly preferred), conservation law, public policy, law, or closely related field. Significant work experience in conservation may substitute for education.
- Five to seven years of experience working in environmental policy, law, advocacy, or communications with significant work experience in the public commenting process. Preference for candidates familiar with the process of notice and comment rulemaking via the Federal Register, the Endangered Species Act, the Administrative Procedures Act, and the National Environmental Policy Act.
- Demonstrated ability to complete high-quality, original written work product on issues relating to environmental policy, especially relating to the conservation of wildlife or plants. Must be able to synthesize voluminous, complex and diverse material into information that audiences will find understandable, engaging and compelling.
- Fund-raising experience desired.
- Working knowledge of conservation science and ability to communicate with conservation researchers on policy implications.
- Successful track record conceiving and implementing policy activities, building partnerships among NGOs, professional societies, and working directly with federal/state lawmakers.
- Excellent written communication, oral and interpersonal communication skills, including public speaking.
- Strong interpersonal skills, including
- Ability to work both as a member of a team and independently with minimal supervision.
- Ability to maintain confidentiality and work with a wide range of people. Demonstrated sensitivity and discretion in all aspects of work.
- Experience in facilitation and managing projects involving multiple collaborators to keep projects on deadline.
- Energetic, personable demeanor, proven management and leadership experience, and excellent organizational skills, with the ability to coordinate and prioritize among many tasks and responsibilities.
- Computer literate and proficient with Microsoft Office and internet browsers.

- Preference for SCB member.

Working Conditions/Physical Effort:

- Work requires only minor physical exertion and/or strain.
- Ability to work under stress during workload periods.
- Occasional travel.

Salary and Benefits:

- Salary commensurate with expertise and experience.
- Benefits include health/dental/vision, vacation, and sick leave.
- SCB is a 501(c) 3 non-profit entity and participates in a 401k retirement plan.

Contact Information:

Applicants should send cover letter and resume via email to: Search Committee, Society for Conservation Biology, lkrizel@conbio.org.

Please use "SCB Policy Director Application" as the subject line of all emails related to this employment opportunity. Applicants who successfully advance to the first round of interviews will be asked for two references and a writing sample.

Review of applications will begin on September 1, 2013; position is open until filled.

No phone calls, principals only.