



Job Announcement: Political Director

Nevada Conservation League (NCL) is hiring a Political Director. The ideal candidate will be both visionary and a strategic tactician who can manage and work with a diverse staff, partners, board of directors, political ideologies, and leaders to support and grow the organization and advance our policy and electoral agenda. This job will be headquartered in Las Vegas, Nevada, with occasional travel as needed.

Title: Political Director

Reports to: Executive Director & Deputy Director

Salary Range: Annual salary of \$60,000-\$70,000 - negotiable based on experience

Offering Benefits: Health insurance coverage including dental and vision, paid time off, 401k, and leave policies.

Who We Are

NCL is the political voice of Nevada's conservation community. We advocate for sound conservation policies, organize and train conservation leaders and advocates, work to increase civic engagement, educate and endorse candidates for public office, and hold elected officials and decision makers accountable on the conservation and environmental issues we work on; climate, clean air, clean water, protecting our public lands and open spaces, and public health and livability. We strive to work in a way that recognizes and builds a deeper understanding of racial justice that achieves more just outcomes and builds a more inclusive organization.

The NCL family of organizations includes Nevada Conservation League, a 501(c)(4) organization, Nevada Conservation League Education Fund, a 501(c)(3) organization, and Nevada Conservation League Political Action Committee, our political arm that directly helps elect pro-conservation candidates.

Position Summary

This position helps set the direction and ensure the strength of our family of organizations. The individual is expected to be a skilled political tactician and play a leadership role in organizational development, partners, and other allied organizations.

The Political Director must:

Effectively develop and work towards aggressive goals. Translate broad goals into achievable steps. Help set and manage appropriate expectations. Handle detailed, complex concepts and problems and make rapid decisions regarding management and political issues. Plan and implement programs. Establish strong relationships with the staff, board, donors, and other important members of the community including both elected officials and candidates for political office. Develop smooth and constructive relationships with people from all areas of the state.

Plan and meet deadlines. Maintain a flexible work schedule to meet the demands of executive management. Demonstrate initiative and work as a team player. Approach new ideas with a sense of possibility.

Adhere to the highest ethical standards in management, governance, and fund development. Convey a professional image and positive attitude regarding the organization and our partners in the advocacy and environmental sector. Demonstrate commitment to continued professional growth and development, and adhere to NCL guidelines.

Key Responsibilities

Reporting to the Executive Director and Deputy Director, the Political Director is responsible for the following:

- Political power-building and strategy development, leadership, and coordination of nonpartisan advocacy, communications, and campaigns. Work with policy staff to develop and successfully implement issue-based campaigns.
- Support the policy team and various coalitions in direct advocacy for legislative priorities;
- Fulfill organizational responsibilities including:
 - attending board meetings as requested;
 - participating in the organization's senior management team;
 - managing budgets;
 - carrying a portfolio of major donors and/or grantors and participating in other fundraising efforts;
 - and managing foundation relationships and ensuring grant deliverables are met.
- Conduct work through the lens of justice, equity, diversity, and inclusion to ensure all Nevadans have equal access to the environmental movement.

Qualifications

Demonstrated experiences and understanding of Nevada's political landscape is *strongly preferred* - especially working with state, local, and federal decision makers, state-based partner groups, and the general public; outstanding planning and organizational abilities and the ability to work on multiple projects at the same time while meeting deadlines. Must possess excellent writing, speaking skills and the ability to present information in creative ways. A working knowledge of MS Office, Google Apps, and common social media platforms is preferred; familiarity with Nevada's political landscape, and experience working on environmental issues either legislatively or electorally are also favorable.

The ideal candidate must possess an outstanding work ethic, be self-motivated with exceptional organizational skills; attention to detail, and ability to meet strict deadlines and a proven history of getting things done even in the face of obstacles. Proven problem-solving skills, a willingness to take the initiative, with flexibility and an eagerness to learn. Possess the ability to give and receive feedback. Demonstrate cultural competency and a track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders. Must have commitment to racial justice and equity and make it a part of your work and the organization's work.

Working Conditions

This contracted position is based in Las Vegas, NV with the ability to work from home. Work is typically performed in an office environment while sitting at a computer screen for extended periods. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts when working with office machines. The employee frequently is required to stand, walk, and sit. This position requires working indoors in environmentally controlled conditions, exposure to sounds and noise levels that may be distracting or uncomfortable. Job tasks are performed in close physical proximity to other people. Reliable transportation is required. Some evening and weekend hours are required and during some periods we will work more than 40 hours per week. There will be occasional travel within Nevada.

The above statements are intended to describe the general nature of the level of work being performed by people assigned to this classification. They are not to be construed as the exhaustive list of all responsibilities, duties, and skills required for personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply: Send cover letter and resume to jobs@nevadaconservationleague.org with "NCL Political Director" in the subject line. Applications will be accepted until the position is filled.

NCL is an Equal Opportunity Employer committed to a diverse, inclusive, and equitable workplace.