

HEART OF THE ROCKIES INITIATIVE

JOB DESCRIPTION

Title: Policy Director
Hours: 1.0 FTE (40 hours/week)
Salary: \$65,000 - \$70,000
Location: Remote

About Us

Heart of the Rockies Initiative (“Heart of the Rockies”) is a transboundary organization that works to ensure connected habitat and working lands for people and wildlife by increasing the pace of durable conservation in the Central Rockies of North America. A partnership of 27 land trusts working across five U.S. states and two Canadian provinces, we envision a region where actively engaged people and communities work together across geographic and organizational boundaries to protect, restore, and steward the lands and waters that sustain natural systems and support community livelihoods. We know that we’ll only achieve our mission and vision by hiring and creating an inclusive space for a diverse staff that reflects the communities across the landscape in which we work.

Position Overview

The Policy Director (“Director”) leads and defines policy efforts to advance Heart of the Rockies’ mission to keep working lands and habitat connected for people and wildlife. Reporting to the Managing Directors team, they will collaborate with staff across our programs to design and implement strategic policy campaigns.

The Director develops and implements a multi-state and federal policy agenda to advance priorities focusing on keeping habitat connected for people and wildlife, supporting conflict reduction efforts between agricultural operations and carnivores, and sustaining and revitalizing rural communities. The Director also ensures that Heart of the Rockies and our partner organizations are aware of and have access to various state and federal funding programs. Additionally, the Director provides outreach, partner support, and project management for a collaborative, carnivore-agricultural conflict reduction project with local and national partners. This position focuses primarily on state, tribal, regional, and federal policies within the Northern Rocky Mountains of the United States.

Primary Responsibilities

Policy (70%)

- Provide leadership, program development, and project management to Heart of the Rockies’ policy efforts.
- Develop and maintain relationships with partner land trusts, local partners, and tribes to understand regional needs regarding wildlife connectivity, rural development, and agricultural-carnivore conflict reduction, and the resources needed to address those needs.

- Build relationships with state, federal, and tribal agencies and other lawmakers who work with or provide resources to land trusts, rural communities, landowners, or locally led agricultural-carnivore conflict reduction efforts.
- Review relevant legislative and administrative policies and plans (existing and proposed) and assess their implications for Heart of the Rockies' work; provide timely recommendations regarding potential policy improvements.
- Collaborate with a communications consultant to identify and support local spokespeople to elevate positive stories about living and working in grizzly bear country to support funding and policy development.
- Develop outreach, education, and technical assistance materials regarding relevant government programs and policies to share with partners.
- Connect partners in need of resources or technical assistance with resource providers or government agencies.

Carnivore-Agricultural Conflict Reduction Coordination (30%)

- Coordinate partners to ensure project objectives are met, on schedule, and within budget.
- Facilitate and coordinate internal team meetings and external meetings with partners.
- Support engagement logistics between community members and decision-makers both regionally and nationally.
- Keep project partners informed about opportunities to learn, apply for resources, or otherwise engage with the project.
- Develop and manage systems that support collaboration.

Qualifications

Strong candidates for this position will bring the following attributes to this role:

- 7+ years of experience, or equivalent combination of education and experience, in policy analysis, government relations, or other public policy work.
- Exhibits strong interpersonal skills rooted in teamwork, diplomacy, and respect, with a commitment to collaboration and working with a wide range of people from different cultural backgrounds.
- Excellent written and oral communication skills, with ability to convey information clearly.
- Able to think strategically, develop and manage complex projects from start to completion, stay accountable to deadlines and teammates, and adopt new approaches in response to changing circumstances.
- Demonstrates willingness to take risks, pilot new approaches, learn from failure, and continually improve efforts.
- Actively seeks feedback, direction, and guidance from all team members and keeps staff informed of decisions that impact them.
- Consistently provides positive and developmental feedback to compassionately support growth of team members.
- Intentionally shares power through decision-making, clear definition of roles and responsibilities, and effective delegation.

- Demonstrates integrity and ability to exercise confidentiality and sound judgment.
- Motivated by values of equity and inclusion, with awareness of current and historical injustices embedded in conservation work.
- Familiar with conservation principles and practices, with educational background and/or professional experience in conservation, environmental justice, or a related field.
- Ability to conduct the majority of your work at a computer.
- Ability to travel 4+ weeks each year within the Heart of the Rockies region, and occasionally beyond (must have or be willing to obtain a driver's license).

Compensation

The starting salary for this position is \$65,000-70,000 annual salary, and is based upon a wage analysis across the organization. Heart of the Rockies values work-life balance and a family-friendly atmosphere, and supports personal resilience. Our annual paid time-off includes 3 weeks of vacation leave, open wellbeing leave, 9 paid holidays, and additional leave options. In addition, our benefits package includes paid medical, dental, vision, and life insurance, 6 weeks of paid and 6 weeks of unpaid family leave, retirement plan with employer matching, and flexible work options including working from home, non-traditional work hours, and compressed work weeks.

Application

To apply, submit one .pdf of your cover letter and resume via email to kali@heart-of-rockies.org, with the subject line "Policy Director Application". **Applications will be reviewed on a rolling basis and will be accepted until the position is filled. We will begin scheduling interviews with qualified applicants during the first week of February.**

The requirements listed in our job descriptions are guidelines, not hard and fast rules, and if you have 75% of the qualifications listed we encourage you to apply.

If you have a disability and require accommodation or assistance with our application process, please tell us how we can help by calling us at 406-552-3388.

If selected for this position, a background check will be conducted.

Heart of the Rockies strives to increase diversity, equity, inclusion, and justice in all elements of our work and with our partners to support the interdependent needs of wildlife and people. We recruit, employ, train, compensate, and promote regardless of race, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender identity (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. We are proud to be an equal opportunity employer.