



**POSITION:** Government Affairs Manager

**LOCATION:** Hybrid – onsite at Friends of Acadia offices and remote. Some travel required.

**REPORTING TO:** directly to the Vice President of Conservation and with assistance from Friends of Acadia's President and CEO.

**JOB STATUS:** Part-time (24 hours/week); 1-year temporary position with potential for renewal

**JOB SUMMARY:** Friends of Acadia is seeking a non-partisan Government Affairs Manager to advance priorities of the organization's strategic plan and support Acadia National Park through legislative activities, networking, communications, and advocacy. Subject areas include national park appropriations, climate change, transportation issues, tribal collaboration, outdoor youth engagement, and diversity, equity, and inclusion. The Government Affairs Manager will also develop Friends of Acadia's response to threats to Acadia, such as inappropriate adjacent development and air, water, light, and noise pollution. The Government Affairs Manager will be responsible for establishing relationships with local, state, and federal officials, as well as identifying, monitoring, and advancing policies of interest and preparing organizational position statements.

**RESPONSIBILITIES:**

**Networking – 30%**

- Serves as the liaison for Friends of Acadia with local, state, and federal legislators and decision-makers.
- Participates in state and federal advocacy coalitions, such as the National Parks Second Century Action Coalition and the advocacy meetings of the Public Lands Alliance and National Park Foundation.
- Makes recommendations for Friends of Acadia's involvement in new coalitions.
- Works with Acadia National Park staff to understand budget and staffing trends and park needs/opportunities.
- Participates in park tours with decisionmakers.

**Legislative Activities – 40%**

- Researches federal and state legislation related to Friends of Acadia's strategic pillars and makes recommendations for Friends of Acadia's involvement. Priority areas tied to our national parks and Friends of Acadia's strategic plan include climate change, public transportation, outdoor youth engagement, park operating appropriations, tribal collaboration, facilities investments, and natural and cultural resource management.

- Develops briefing sheets, testimony, and other materials (e.g., op-eds) for Friends of Acadia related to these topics.
- Monitors rulemaking and agency activities to determine how they will affect Acadia and develops Friends of Acadia's strategies to address them.
- Develops annual Congressionally Directed Spending requests if there is a match between park priorities and available funding programs.
- Advances policies to achieve our goals. This could include supporting funding for National Park Service capital needs and opposing development that threatens Acadia National Park (e.g., poorly sited communications towers).
- Works with staff to develop ways to effectively engage Friends of Acadia members in advocacy initiatives.

### **Local Activities – 20%**

- Monitors the agendas for local planning boards, selectboards, and relevant committees (e.g., Bar Harbor Cruise Ship Committee) for items of interest or potential threats to Acadia (e.g., cell tower applications).
- Scans local, state, and federal news for potential threats to Acadia, such as American Aquafarms.
- Develops Friends of Acadia's approach to addressing potential threats and advancing opportunities.
- Fields citizen requests for Friends of Acadia's involvement in local advocacy initiatives.

### **Other – 10%**

- Contributes to articles for *Acadia* magazine, e-news, donor reports, and other materials.
- Collaborates with Communications Department in development and placement of press releases and op-eds as needed.
- Participates in FOA organizational activities, such as staff retreats, donor events, and volunteer days.
- Other duties as assigned.

### **Required Qualifications**

- BA or BS in political science or government affairs, communications or related degree
- Five years of experience in government affairs or advocacy field.
- Demonstrated understanding of how Congress and the Maine Legislature work.
- Demonstrated ability to foster positive, strategic, harmonious, and non-partisan working relationships with community leaders, legislators, colleagues, and others.
- Proven written and oral communication skills, including the ability to explain complex topics and communicate effectively with diverse stakeholders.
- Superb organizational skills and attention to detail.
- Demonstrated ability to juggle multiple projects and meet deadlines.
- Basic research skills, particularly using Thomas.gov, the Maine Legislature's website, and the National Park Service's website and datastore.

- Valid Driver's License and reliable transportation.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in all Microsoft Office applications.
- Commitment to Diversity, Equity and Inclusion.

**Desirable Qualifications**

- Broad knowledge of national park issues, particularly at Acadia.
- Experience working in the government relations field in Maine and at a National Level.

**Work Environment:** The position is primarily an office-based position with some travel and remote work. Evening, weekend, and some overnight work may be required. Reasonable accommodations will be made.

**Compensation:** The Government Affairs Manager position is a part-time (approximately 24 hours/week), one-year position with potential for renewal. \$38/hourly to \$48/hourly rate of pay, commensurate with experience. No benefits except for on-the job mileage at IRS standard rate and travel/meeting expenses tied to the job.

**To Apply:** Send cover letter, resume, and contact information for three references to Human Resources, [jobs@friendsofacadia.org](mailto:jobs@friendsofacadia.org). Job posting will remain open until filled.

**Friends of Acadia is an equal opportunity employer.** Founded in 1986, the organization's mission is to preserve, protect, and promote stewardship of the outstanding natural beauty, ecological vitality, and distinctive cultural resources of Acadia National Park and the surrounding community for the inspiration and enjoyment of current and future generations.

It is the policy of FOA to provide equal employment opportunities for all applicants and employees in compliance with all applicable laws. This policy applies in all aspects of the employment relationship including (but not limited to) recruiting, selection, placement, supervision, working conditions, compensation, training, promotion, and termination.

FOA does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, reproductive health decision-making, medical condition, genetic information, marital status, age, sex, sexual orientation, gender, gender identity, gender expression, military status, veteran status, or any other characteristic protected by law, in connection with any aspect of employment at FOA.