



Job Opening: Government Affairs Manager

Job Title: Government Affairs Manager

Reports to: Co-Executive Director

Status: Full-time, Exempt

Salary: Starts at \$48,000, up to \$64,000 *depending on experience*, with a generous and competitive benefits package.

Location: Anchorage or Juneau. Our main office is in Anchorage. If Anchorage-based, required presence in Juneau at least one week per month during legislative session. If based in Juneau, occasional travel to Anchorage for staff retreats and events.

Organizational Overview:

The Alaska Center envisions a thriving, just and sustainable Alaska for future generations. We engage, empower, and elect Alaskans to stand up for clean air and water, healthy communities, and a strong democracy. Our issue priorities are protecting salmon habitat, advancing clean energy solutions in the face of climate change, and amplifying Alaskans' voices in the public process. In partnership with our sister organization The Alaska Center Education Fund, we achieve our vision through youth education and leadership development, community organizing and mobilization, and supporting leaders who champion our values.

Position Summary:

The Alaska Center seeks an enthusiastic and talented individual to serve as the Government Affairs Manager. This position advances AKC's mission for clean air and water, healthy communities, and a strong democracy by networking and connecting with diverse groups of individuals, communicating effectively with elected officials from all political affiliations, and building strong coalitions. This position represents AKC in the Alaska Legislature, implements and develops legislative strategies that protect and advance our policy agenda, and lobbies to pass and defend critical environmental laws, voting rights, and budget priorities.

Primary Responsibilities:

Government Affairs and Policy

- Strengthen and build The Alaska Center's relationships with elected officials, advocates, and partners, in collaboration with the Political Director and Co-Executive Directors
- Lead lobbying strategy within our team and lobby the State Legislature, Governor, state agencies, and occasionally other government bodies on our priority issues.
- File required lobbying registration and reports; track reporting needs for the organization
- Serve as an impactful spokesperson and policy expert in the public eye, including legislative testimony and media interviews
- Serve as the organizational point-person on policy issues and questions
- Develop content with the Communications Director for weekly legislative updates and action alerts for The Alaska Center supporters

Advocacy



- Work with the Advocacy and Political Director and Executive Leadership Team to set policy priorities, strategy, and campaign plans
- Track the progress of policies related to salmon, clean energy, and democracy throughout the year and provide regular updates to staff to keep the organization informed and ready to work
- Monitor Federal Policy developments concerning climate and water protection pertaining to Alaska. Help craft state-level strategy targeting our federal elected officials in support or opposition to the policy

Coalition Work

- Lead regular meetings with partners, facilitating and driving the strategy implementation around priority campaigns
- Participate in multiple coalitions alongside other members of our team
- Provide staff support to regular monthly meetings of the Municipal Climate Action Network to help guide coordinated local government action on climate policy

Organizational Leadership

- Assist with fundraising, donor cultivation, and grant writing as needed.
- Work with the Political Director to advise on electoral, policy and political plans. Assist in electoral work as needed
- Provide support for special projects, such as voter engagement, as needed
- Support organizational strategic planning and annual work plan development
- Support creation and tracking of annual Government Affairs budget
- Contribute to ongoing and growing leadership and management development of the AKC/EF staff, building towards a cohesive, inclusive and equitable culture as part of the Management Team

Skills/Requirements:

We will consider candidates with a broad range of experience for this position. At a minimum, two years of experience in or related to government, policymaking, advocacy or community organizing and/or a background in environmental, energy/climate or democracy policy preferred. Some demonstrated understanding of the Alaska political landscape is necessary.

To succeed in this job, you:

- Are a connector and a people person. You are excited about developing and maintaining relationships with diverse coalition partners, elected officials, policymakers, and members of our community.
- Have excellent interpersonal skills. You are able to work well in a team and manage projects that require input from multiple staff and across departments as well as with our partners and legislative champions.
- Demonstrated understanding of, or ability to learn quickly about, environmental and democracy issues and politics, and their potential to engage the public.



- You're passionate about the mission of The Alaska Center and want to fight for clean air and water, healthy communities, and a strong democracy for all Alaskans.
- Are nimble and can adjust strategies and tactics based on the fast-moving nature of the legislature.
- Comfortable managing multiple projects at once and working independently
- Demonstrate cultural competency and a commitment to equity and inclusion as organizational practice and culture.

Working Conditions / Requirements

- Some in-state travel will be required.
- Some evening and weekend work will be required.

Salary, benefits, inclusion: This is a full-time position. Salary is dependent on experience with a generous and competitive benefits package, including health and dental coverage, 401k retirement plan with organizational match, health savings account, and cell phone stipend. We offer generous paid time off, including a sabbatical for long term staff, and flexibility in working hours, ability to work from home, and professional development opportunities. The Alaska Center is an equal opportunity employer. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

We are committed to supporting, centering, and working with Black, Indigenous, and People of Color, Working-Class and Low-Income people, Women, LGBTQIA2+ people, and Disabled people in addressing the many crises that impact us. We strongly encourage people with these identities or who are members of other marginalized communities to apply.

To apply: email your resume and cover letter to jobs@akcenter.org with "Government Affairs" in the subject line. We encourage you to apply even if you do not meet every qualification listed. The first review of applications will be on March 6, 2023. Start date is in April. No phone calls, please.