



JOB ANNOUNCEMENT

Title: Legislative Director
Status: Regular, exempt position
Reports to: Director of Programs
Hours: Full-time
Salary: Commensurate with experience

BACKGROUND & SCOPE OF RESPONSIBILITY

The Oregon Environmental Council's Legislative Director leads our work with the Oregon Legislature and Oregon's executive branch, as well as occasional work with Oregon's congressional delegation and local elected officials. Specifically, the Legislative Director works full-time in Salem during legislative sessions, coordinating the work of our program directors on specific legislation. Between sessions, the Legislative Director cultivates relationships with legislators and candidates; designs and delivers legislative briefings around Oregon; and works with our staff to promote OEC's policy agenda through other venues. This position requires significant travel within Oregon.

We are looking for someone who is self-motivated, outgoing, and enjoys working with diverse people and organizations to get things done. This is a responsible position in a fast-paced, mission-driven environment. OEC offers a collaborative, team-oriented, family-friendly workplace that treats employees as the responsible professionals they are. Hours are flexible, benefits are generous, and laughter is frequent.

The Oregon Environmental Council safeguards what Oregonians love about Oregon – clean air and water, an unpolluted landscape and healthy food produced by local farmers. We work to create innovative change on three levels: we help individuals live green; we help businesses, farmers and health providers thrive with sustainable practices; and we help elected officials create practical policy. Our vision for Oregon includes solving global warming, protecting kids from toxins, cleaning up our rivers, building sustainable economies, and ensuring healthy food and local farms. Learn more about OEC at oeconline.org.

DESCRIPTION OF DUTIES

- Coordinates board and staff work to develop and finalize our legislative agenda
- Assists in analyzing, investigating, and refining potential legislative proposals
- Serves as OEC's primary voice in the Oregon Legislature, tracking relevant legislation, coordinating testimony and other advocacy work, negotiating, and presenting testimony
- Works with OEC staff to produce testimony, fact sheets, press releases, opinion pieces, and other documents as necessary
- Builds strong relationships with legislators and candidates of both parties from across Oregon and, to a lesser extent, with local and federal politicians
- Builds strong relationships with key individuals in Oregon's executive branch

- Develops and maintains collaborative relationships with key interest groups and individuals, building broad support for OEC program goals and objectives
- Supports other major policy campaigns, as needed, which may involve advocating before regulatory and administrative agencies or before local or federal decision-makers
- Supports OEC fundraising activities as requested, e.g., by presenting progress reports and meeting with potential donors
- Actively works to strengthen OEC's public presence and visibility
- Other responsibilities as needed

QUALIFICATIONS

Required:

- Minimum five years of professional experience in lobbying or advocacy
- Demonstrated self-motivation and initiative
- Proven ability to build broad-based support among elected officials for proactive policy changes
- Excellent communication skills, both verbal and written
- Must be able to maintain a general level of knowledge and understanding of a wide range of issues
- Strong organizational skills
- A passion for OEC's mission
- Bachelor's degree; relevant advanced degree preferred
- Ability to work cooperatively in a team environment and with diverse organizations and constituents
- Willingness and ability to work long hours during biennial sessions; occasional overnight travel required; valid driver's license

Desirable:

- Experience working in a non-profit setting with a mission-driven staff and board
- Existing relationships with Oregon legislators and stakeholders
- Prior experience with environmental policy issues
- Experience working with the media
- A strong sense of humor

COMPENSATION

Starting salary range is \$50,000 to \$55,000 commensurate with experience. Excellent benefits include four weeks of paid vacation annually, fully paid health insurance, and employer contributions to a retirement fund equal to 6% of salary. OEC also provides a vehicle (Prius hybrid) for travel during legislative sessions.

TO APPLY

No calls, please. The position will be open until filled, but we will begin reviewing resumes and setting up interviews March 17. Send cover letter and resume via email (preferred) to chrish@oeconline.org with subject line "Legislative Director" or via postal mail to:

Legislative Director Search
Oregon Environmental Council
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