

The Nature Conservancy

JOB DESCRIPTION

JOB TITLE:	SENIOR POLICY REPRESENTATIVE
JOB FAMILY:	Europe – Latin America/Caribbean
JOB NUMBER:	External Affairs/Government Relations
SALARY GRADE:	750003
FLSA STATUS:	7
	Exempt

BASIC QUALIFICATIONS:

- Bachelor's degree in political science, public policy or related field and 4 years related experience or equivalent combination.
- Experience researching information from divergent sources and compiling it into reports.
- Experience writing and editing promotional and informational material.
- Experience presenting to and/or communicating with government or legislative staff and/or program leadership.
- Experience working with MS Office, Word, Excel and navigating the Internet. Database management experience (if required).
- Experience working with partners/government agencies without violating any restrictions related to conflicts of interest, lobbying former employers, or influencing decision makers.
- Fluency in English and Spanish is required.

ESSENTIAL FUNCTIONS:

The Senior Policy Representative, Europe-Latin America-Caribbean supports The Regional Director Europe and the External Affairs Directors for Latin America and the Caribbean in developing the Conservancy's long-range strategic plan and vision for engaging with European governmental and non-governmental institutions engaged in Latin America and the Caribbean. (S)he helps to develop, coordinate and implement a strategy to further the work of the Conservancy and its conservation partners through direct interaction with European governments, and multi- and bi-lateral agencies focusing on policy and funding initiatives that provide conservation opportunities and/or impact our conservation programs in Latin America and the Caribbean. S/he identifies conservation policy and funding opportunities, evaluates the potential for TNC and NGO partner involvement, and helps to develop and implement strategies to influence policy and public funding for conservation at the national and/or global level. S/he also serves as contact with the external professional community in the Europe and Latin American/Caribbean policy arena to keep abreast of new developments and opportunities that may be useful to the Conservancy and to report on and share the Conservancy's experiences with others. The Senior Policy Representative provides expert policy analysis and contributes directly to the Conservancy's overall public funding strategies by providing input for proposal writing, negotiating with bilateral and multilateral agencies, and donor cultivation as needed. Specific duties include, but are not limited to:

- Support TNC Europe policy and public funding strategy on Europe-Latin America/Caribbean affairs.
- Develop and establish relationships with key European development cooperation institutions.
- Develop and establish relationships with key European NGOs and networks.
- Engage with the Conservancy's global priority team on climate change, marine, freshwater, conservation lands.
- Work with others in integrating TNC Africa into TNC Europe's private philanthropy, corporate engagement and marketing strategy development
- Prepare strategy papers, guidance memos, power point presentations, and other materials as needed.
- Represent TNC at events in Latin America, the Caribbean, Europe and internationally.

Based in Berlin, the Senior Policy Representative, Europe-Latin America/Caribbean will be a core member of the Conservancy's Africa Region and have close links with the Europe teams. The Senior Policy Representative liaises with counterparts in the Conservancy's Latin America and Caribbean regions, External Affairs and other relevant Operating Units, and reports to the European Regional Director.

KNOWLEDGE/SKILLS:

- Bachelor's degree in political science, public policy or related field and 4-6 years related experience or equivalent combination.
- Experience researching information from divergent sources and compiling it into a cohesive reporting structure.
- Supervisory experience, including ability to set objectives and manage performance.
- Familiarity with social, economic and political conditions and issues in the state.
- Demonstrated experience in MS Office, Word and Excel. May require database management skills with ability to produce reports. Ability to use advanced computer functions including navigating the Internet. Ability to manipulate, analyze and interpret data.

COMPLEXITY/PROBLEM SOLVING:

- Analyze situations, evaluate alternatives, and implement solutions.
- Interpret guidelines and analyze factual information to adapt or modify processes in response to changing circumstances.
- Duties may require non-routine analysis, research and follow-through.
- May act as a resource to others to solve problems.

DISCRETION/LATITUDE/DECISION-MAKING:

- Exercise independent judgment. Work affords significant opportunity to act independently on assigned tasks.
- Duties are performed under minimal supervision.
- Act in supervisor's stead when instructed.

RESPONSIBILITY/OVERSIGHT –FINANCIAL AND SUPERVISORY:

- May serve as a team leader for assigned projects; may require gaining cooperation of team over whom there is no direct supervisory authority.
- Financial responsibility may include working within a budget to complete projects, negotiating and contracting with vendors and assisting with budget development.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Excellent communication and presentation skills; ability to persuasively convey the mission of TNC to diverse groups.
- Writes and edits promotional and informational materials.
- Work and communicate with a wide range of people – government officials, community leaders, the press, partner organizations, the public, program leadership, donors and others.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Willingness to travel up to 25% of time.
- Work requires only minor physical exertion and/or strain. Work environment involves only infrequent exposure to disagreeable elements.

This position can also be split in two part time positions if candidates prefer that option.

The Nature Conservancy is an Equal Opportunity Employer.