



Director of Government and Community Affairs

Reports to: President and Vice President
Job Type: Full-Time, Salary, Exempt
Salary: DOE
Location: Sierra Nevada, Truckee/North Lake Tahoe, Sacramento
(frequent travel to Sacramento and other locations required)

ABOUT THE ORGANIZATION

Sierra Business Council (SBC) is a nonprofit organization developing and demonstrating innovative approaches and solutions to increase community vitality, economic prosperity, environmental quality, and social fairness in the Sierra Nevada region. Change and challenge create opportunities and through innovation, integrity, and respect, Sierra Business Council harnesses these opportunities by implementing projects that model proactive change. Our goal is a diverse, inventive, and sustainable region where the economy is vibrant, the land is thriving, and the communities offer opportunity for all. We act as steward leaders of the region, taking responsibility for the care and responsible management of our place, guided by the triple bottom line that considers the economy, environment, and community simultaneously.

POSITION SUMMARY

The Director of Government and Community Affairs is a senior-level position requiring an enthusiastic individual to represent Sierra Nevada interests with local, regional, state and federal elected officials and agencies – one who understands the political environment and culture of the Sierra Nevada and Sacramento and is familiar with state and local government operations. This position is integral to advancing multiple and diverse policy goals throughout the Sierra Nevada region, Sacramento, and other downstream communities that rely on resources from the region.

With the Organization’s current focus on policy related to climate action, mitigation and adaptation efforts, sustainable community strategies, energy, natural resource management and conservation, access to affordable and achievable housing, community planning, and sustainable recreation and economic development, the Director of Government and Community Affairs will focus mainly on advancing state recognition of the value of the Sierra Nevada and advocating for investments in the region to support triple-bottom-line initiatives.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

The Director of Government and Community Affairs is primarily responsible for coordinating SBC’s government affairs-related work across all program areas, serving along with the President and Vice Presidents as the face of the Organization and as a lead voice in the policy arena, representing the Organization at speaking engagements, conferences, in coalitions/partnerships, and direct interactions with policymakers, stakeholders, and others.

Key responsibilities include but are not limited to:

- Directly supervise staff, AmeriCorps fellows, consultants, interns, and volunteers working within the program
- Provide the primary oversight and implementation for key programs & contracts
- Maintain legislative and administrative policy tracking process
- Maintain comment letter tracking process
- Manage interaction with coalitions coordinated to amplify our impact including the Sierra Consortium, Sierra Climate Adaptation and Mitigation Partnership, Alliance of Regional Collaboratives for Climate Adaptation, Mountain Housing Council of Tahoe Truckee, the Resilient Forest Coalition, and others to be developed
- Coordinate interaction on policy related issues in public processes primarily at the state and local level
- Coordinate staff involvement in other policy related convening and coalitions
- Lead the public policy strategy to support SBC’s programs

- Ensure SBC meets the IRS, Fair Political Practices Commission, and state 501(c) 3 requirements for tracking and reporting lobbying and campaign activities
- Support SBC’s work in a number of other project areas ranging from forest and water quality improvement to economic development initiatives
- Support SBC policy related inclusions in SBC business development efforts
- Perform other duties and special projects as assigned

MINIMUM SKILLS & QUALIFICATIONS

- Degree in Business, Public Administration, Political Science, Planning, Engineering, Energy Management, or Environmental Science, or equivalent combination of education and experience
- At least five years of experience in federal, state, and local government-related policy
- Knowledge of California climate, energy, and natural resource policy
- Experience developing policy initiatives related to climate, energy, natural resources, housing, and/or other areas relevant to SBC’s programs and goals
- At least five years of project management experience, preferably community planning or energy/climate project management, including management of staff and project/program budgets
- Aptitude for developing contingency plans to address changing program needs
- Proficient in managing complex information with the ability to convey it effectively to staff and elected officials
- Proven experience in managing public processes to achieve desired results
- Capable of handling multiple projects simultaneously within clear time constraints
- Competency in monitoring and evaluating local government goals, policies, and procedures
- Ability to exercise discretion and independent judgment
- Ability to maintain an excellent working relationship with co-workers, stakeholders, and clients
- Possession of excellent and professional communication, management, and interpersonal skills
- Ability to learn, interpret, and apply policies, procedures, and regulations while providing program-based guidance and interpretation for staff and the public
- Strong organization and time management skills as well as the ability to meet or exceed deliverables on fee for service and consultant projects
- Must be an advocate of socially responsible societal values and their pursuit and maintain a continuing awareness of sustainability issues affecting the Sierra Nevada and California
- Advanced level of computer literacy, including familiarity with project management software, databases, and other related tools, and superior abilities with Microsoft Office and Google programs
- Willingness to travel, including overnight
- Must possess a valid California Driver’s License, clean DMV record, and a reliable properly registered and insured vehicle

PHYSICAL REQUIREMENTS AND WORK CONDITIONS

- Must be able to perform essential functions of the job satisfactorily (with or without reasonable accommodation due to disability)
- Continuously and Repeatedly:
 - Finger/fine dexterity, wrist motion, flex wrist, grasp/squeeze, handling/gross dexterity, feel, use hand-eye coordination, use foot-hand-eye coordination, reach at shoulder or below, hear, talk, and sit
 - Near vision



- Frequently:
 - Reach above shoulder, stoop, kneel, balance, bend, twist body, turn body, walk, and stand
 - Midrange vision, far vision, depth perception, color vision, field of peripheral vision
- Occasionally:
 - Lift, carry, push, or pull a minimum of 25 lbs
- Typical office environment conditions and noise levels
- May be exposed to dust, loud noises, moving mechanical parts, cleaning chemicals, vibration, and outdoor weather conditions

BENEFITS

- Medical
- Dental
- Vision
- 401k Participation
- Paid Time Off (PTO) & Paid Holidays

TO APPLY:

Please email your cover letter and resume to careers@sierrabusiness.org with the position title in the subject line.

Sierra Business Council is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, gender identity, age, national origin, disability, genetics, marital status, sexual orientation, or protected veteran status, as well as any other characteristic protected by federal, state, or local law.