

Are you passionate about the protection of local nature? Come work with us at a local, vocal, and effective organization to protect the open space, farmland, and natural resources of San Mateo and Santa Clara Counties for the benefit of all.

As **Advocacy Associate Manager**, you will be responsible for leading and supporting campaigns to protect open space, farmlands, and natural resources in support of Green Foothills' mission and vision. The Advocacy Manager will work in partnership with the Green Foothills community (board, staff, advisory board members, donors) to deliver consistent, well researched environmental advocacy with a focus on land use projects and policy proposals, local/regional programs, and ballot initiatives. Reports to the Policy and Advocacy Director.

Green Foothills values the unique community and issue expertise that our advocates bring. If hired, the land use issues and campaigns that will be assigned to you and developed by you will be dependent on your interest, passion, experience, and location.

## Responsibilities

### Advocacy and Community Engagement (86%)

- Build a thorough knowledge of the land use policies and laws that protect open space, natural resources, and agricultural lands, the ecological science that supports such policies and laws, and the political landscape that influences whether such policies and laws are maintained, expanded, or threatened with dissolution
- Support the development and implementation of advocacy positions and actions. Write comment letters, make public comments, meet with elected officials and staff, and coordinate with partners. Support process to translate policy and project development into advocacy actions to present to and engage with stakeholders.
- In partnership with our Advocacy Associate and Organizer, invest in stakeholder relationships that will bolster Green Foothills' advocacy work (including elected officials, government staff, candidates, community groups and leaders, and project applicants). Cultivate and support community members to advocate on issues related to our mission. Develop community engagement opportunities, messaging around advocacy campaigns for use in communications (articles, blog posts, action alerts), and event concepts. Help engage Green Foothills donors and prospective donors in advocacy efforts.
- With the Associate Marketing Director and the Advocacy team, identify relevant topics for digital and print communications including calls-to-action ("Action Alerts") on a monthly basis. Develop messaging around advocacy campaigns for use in communications such as articles, blog posts, action alerts, etc. Author communication pieces as needed.
- Participate in obtaining funds/grants for Advocacy Program.
- Maintain organized advocacy files; track advocacy efforts and relationships with key stakeholders in archives.

- Introduce creative ideas and approaches for consideration.

### Human Resources (2%)

- Engage in annual job goal-setting and self evaluation. Identify and leverage personal professional development and performance improvement opportunities.

### Governance and Fiscal Soundness (10%)

- Attend and support Board and committee meetings, prepare materials as required for meetings and monthly Board Reports
- Conduct presentations to the board and staff, bring strategic discussion topics to the advocacy committee each month
- Maintain and submit on a timely basis accurate timesheets, expense reports, and lobbying hours (for annual tax filing)

### Equity and Inclusion (2%)

- Support the organizational culture including advancing diversity, equity, inclusion, justice, and cultural humility in all aspects of the organization to ensure a welcoming working environment for all. Personally develop a baseline knowledge of equity and inclusion principles, apply to all aspects of your work with Green Foothills

### About you

- **Mission Driven:** Demonstrates commitment to the mission of Green Foothills as a whole and alignment with organizational values
- **Expertise and Knowledge:** Has 3+ years of directly-related work experience in land use advocacy on ecological issues. Has knowledge, experience, and/or education in conservation policy, local political and regulatory landscape, community-based projects, organizing, climate change, planning, or related fields. Specific knowledge of San Mateo County and/or Santa Clara County highly preferred. Demonstrated ability to connect with and support local communities.
- **Collaborative Project and Workload Management:** Highly self-motivated and demonstrated self-initiative. Excellent project management, planning, and analytical skills. Familiarity with project management tools a plus (Green Foothills uses Asana). Ability to manage workload, meet deadlines, and achieve results in a collaborative team environment.
- **Equity and Inclusivity Mindset:** Comfort and demonstrated ability to ground work in equity and inclusion as well as interacting with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds
- **Communication and Emotional Awareness:** Clear, concise written and verbal communication skills. Uses effective written and oral communication; demonstrates empathy and listening
- Proficiency with Microsoft Office, Google Suite applications.
- Valid driver's license and insurable driving record.
- Flexible to work on some evenings and weekends.



## Advocacy Associate Manager Fulltime, Exempt, \$70,335- \$82,057

Locally-based required, Hybrid office setting

- Available to start in fall 2022.

### Green Foothills Is An Equal Opportunity Employer

We encourage People of Color, people with disabilities, and LGBTQ+ individuals to apply.

A Note to Candidates: Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a less traditional background, and that's okay. If this job excites you, we strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described

### Compensation and Benefits

- Competitive salary range for the region and industry
- Green Foothills covers full premium for basic medical, dental, and vision coverage for employee
- Flex Spending Accounts and a 401(k) plan with partial employer match
- Competitive paid vacation and sick leave package
- Other benefits: Flexible schedules, work can be done mostly from home and in the field, work-from-home partial reimbursement provided.
- This position will be eligible for promotion to the Policy and Advocacy Manager position where they would be independently responsible for developing and implementing advocacy positions and actions on behalf of Green Foothills.

### To Apply

For information about working at Green Foothills and to submit your resume and cover letter, visit [greenfoothills.org/careers](https://greenfoothills.org/careers). Position open until filled.

**Local. Vocal. Effective.**

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