

**Organizational Information:**

The Galveston Bay Foundation (GBF) is a nonprofit organization that has worked for 35 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. Our office is located in Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit [www.galvbay.org](http://www.galvbay.org) or find us on social media.

**Position title:** Governmental Affairs Manager

**Reports to:** President

**Classification:** Full-time, exempt

**Compensation:** \$60,000 - \$70,000, commensurate with education and experience. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual.

**Duties and Responsibilities:**

The Governmental Affairs Manager cultivates relationships with elected officials and agency leadership at all levels to advance GBF's policy and programmatic goals, providing staff with the expertise to carry out legislative and advocacy strategies to advance the mission of the organization. In addition to the role of legislative liaison, the Governmental Affairs Manager directs specific policy initiatives and responds to requests for assistance with policy issues, pursuant to the organization's agenda.

The Governmental Affairs Manager:

- Collaborates with executive management and program staff to identify their governmental and legislative needs that advance GBF's programs and mission and advances the organization's annual legislative agenda
- Builds and sustains relationships with elected and public officials by familiarizing them with GBF's work and priorities and educates and lobbies public officials at all levels to advance GBF's priorities
- Tracks legislation and public policies that impact GBF's work and keeps staff informed
- Participates and provides leadership in local, regional, state, and national conservation communities to advance mutual goals and elevate GBF's interests and standing
- Publicly supports GBF's policy priorities by speaking at conferences, giving media interviews, and testifying at public hearings
- Empowers GBF's members to advocate for our priorities and responds to citizen calls on topics of environmental concern
- Drafts and submits GBF's public comments on Corps permits and NPDES/TPDES permits, as necessary
- Serves as GBF's representative on the Texas Living Waters partnership with National Wildlife Federation, Lone Star Sierra Club, and Hill Country Alliance

**Key Qualifications:**

- Bachelor's degree in political science, public policy, planning, law, or related field required; Master's degree or JD desirable
- At least 5 years of experience working in the public policy field, preferably in a legislative setting in Washington, D.C. and/or Austin, TX
- In-depth understanding and experience in public affairs, government, and legislative processes
- Experience interacting with elected and public officials
- Excellent relationship and coalition-building skills
- Successful track record in managing multiple projects
- Persuasive public speaking and engaging presentation skills; excellent written communications skills

**The position will remain open until filled. Only qualified applicants will be considered. To apply, email cover letter and resume to [jobs@galvbay.org](mailto:jobs@galvbay.org). Please reference position title in subject line of email.**

*The Galveston Bay Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.*