



Policy and Program Director

Overview: We are hiring for a new full-time position of Policy and Program Director to manage the organization's national regulatory, state regulatory and state legislative work, represent us at events related to conservation policy, and run various programs on scenic conservation issues. The position will also be responsible for some office administration tasks.

Scenic America is the only national 501(c)(3) nonprofit organization dedicated solely to preserving and enhancing the visual character of America's communities and countryside. We accomplish this mission through national advocacy efforts and technical assistance services, local and national projects, and the support of our state affiliates. For more information about Scenic America visit our website at www.scenic.org.

Reports to: President

Responsibilities:

Policy Responsibilities

- Draft memoranda, policy briefs, fact sheets, blog articles, and background papers on issues relating to scenic conservation
- Support the drafting and compilation of federal legislation, state legislation, and local ordinances
- Serve as primary contact to Federal Highway Administration Outdoor Advertising Control (OAC) and State Department of Transportation OAC offices
- Serve as backup to the President in representing Scenic America before Congress in Washington, D.C.
- Monitor legislative and regulatory tracking software matches, regularly calibrating criteria for searches to return better results
- Take appropriate rapid response action based on legislative and regulatory tracking searches
- Promote adoption of legislative and regulatory tracking software among Chapters/Affiliates
- Attend meetings, Congressional hearings, and other events related to scenic conservation policy
- Represent Scenic America at coalitions and other meetings

Program Responsibilities

- Manage and grow an outdoor advertising mitigation program to limit the spread and impact of unsightly visual blight
- Manage and grow a scenic education program targeting K-12, including supervising education and technology contractors related to the work
- Supervise programs related to updating and verifying inventories of current state laws and local ordinances relating to scenic conservation issues as assigned

Administrative Responsibilities

- Supervise interns and review their work
- Oversee all office administrative work, such as depositing checks, generating acknowledgement letters,

- and processing the mail, receipts, and contributions
- Oversee all physical office issues such as maintaining the workplace, suggesting on-brand decorations, and ordering all supplies
- Oversee all compliance with state charitable registrations
- Oversee all work with employer fundraising programs
- Other items as assigned by the President

Required Qualifications:

- Bachelor's Degree
- 7+ years of relevant work experience
- Strong attention to detail
- Excellent research skills
- Excellent written, oral, and interpersonal communication skills
- Strong writing, editing and proofreading skills, including ability to present complex or nuanced material in a manner that is accessible to the general public
- Motivation to work on substantive scenic conservation topics
- Mastery of Microsoft Office Suite and general comfort with technology; ability to learn new software quickly
- Must possess excellent judgment and discretion
- Demonstrated ability to organize, prioritize, and complete work independently
- Demonstrated ability to play an important role in a team environment
- Superior project management and time management skills
- Flexibility to assume responsibility for other tasks related to the functioning of a small nonprofit

Preferred Qualifications:

- Advanced degree in related field, perhaps law school
- Experience in outdoor advertising policy
- Experience with ArcGIS or similar mapping software
- Familiarity with electronic constituent relationship and donor management services such as Salsa, Blackbaud, Action Network, DonorPerfect or similar

Physical demands:

- Ability to travel occasionally to fulfill the job's responsibilities
- Sitting for extended periods at a desk and using a provided desktop or laptop computer
- Occasionally lifting and carrying up to 15 pounds

Location: Position is located at Scenic America's headquarters at 727 15th Street NW, Suite 1100, Washington, DC 20005.

This is a full-time, exempt position.

Benefits: Scenic America provides a generous and competitive benefits package including:

- Competitive salary
- Generous Paid Time Off policy
- Platinum health care for employee (Scenic America pays 100%)

- Platinum health care for family (Scenic America pays 50%)
- 3% employer retirement contribution to 403(b) with no match required
- Vision and dental benefits (Scenic America pays 100%)
- Vision and dental benefits for family (Scenic America pays 50%)
- Life insurance (Scenic America pays 100%)
- Disability insurance (Scenic America pays 100%)
- Metro SmartBenefits (subsidized by Scenic America)
- Cell phone reimbursement
- Support for professional development and growth
- A flexible schedule
- A positive and encouraging work environment at an effective organization that makes a difference

HOW TO APPLY

Send resume and cover letter with the subject line “Policy and Program Director” to:

mark.falzone@scenic.org

If selected for an interview, applicants will be required to attend an initial interview via Zoom video conference.