



JOB DESCRIPTION

POSITION: External Affairs Manager | Government Relations and Community Outreach
REPORTS TO: Chief of External Affairs
CLASSIFICATION: Exempt | Full-time
LOCATION: Long Beach | Hybrid
UPDATED: 03/25/2025

POSITION SUMMARY

The External Affairs Manager | Government Relations and Community Outreach plays a crucial role in driving the Conservancy's mission by leading government relations, advocating for policy initiatives, and fostering external strategic partnerships. This position is responsible for building and maintaining partnerships with key stakeholders, including policymakers, regulatory bodies, conservation networks, and corporate partners. The External Affairs Manager champions policies that advance the organization's goals in land stewardship, conservation, and sustainable practices, while ensuring compliance with applicable environmental laws and regulations.

LOCATION

Hybrid role based in our Long Beach, CA office, with occasional travel to Catalina Island and other outside locations.

KEY RESPONSIBILITIES

Government and Legislative Relations

- Act as the primary liaison between the conservancy and local, state, and federal government agencies.
- Interface directly with elected officials and their staff to build relationships, communicate priorities, and seek support for conservation initiatives.
- Advocate for conservation policies and funding initiatives that enhance Catalina Island's ecological and land management goals.
- Monitor and analyze environmental legislation, land use policies, and regulatory developments that impact the Conservancy's operations.
- Develop policy briefs, advocacy materials, and official correspondence for legislators and government agencies.
- Represent the Conservancy at coalitions, legislative hearings, and policy forums.

Institutional & Corporate Partnerships

- Cultivate and strengthen relationships with corporate partners, foundations, universities, and conservation organizations.
- Collaborate on developing corporate sponsorships and philanthropic partnerships aligned with the conservancy's mission and strategic goals.
- Partner with the development team to identify and secure grants and funding for conservation programs.
- Negotiate partnership agreements related to conservation research, land stewardship, and sustainable business initiatives.

Regulatory & Policy Compliance

- Ensure organizational compliance with federal, state, and local environmental regulations.
- Coordinate with legal and conservation teams to secure necessary permits for restoration and land management projects.
- Maintain active communication with agencies, such as the California Department of Fish and Wildlife and the U.S. Fish and Wildlife Service, and local governing bodies.

Stakeholder Engagement & Advocacy

- Build and nurture relationships with donors, environmental advocacy groups, community leaders, and other external stakeholders.
- Represent the conservancy at conservation summits, industry conferences, and high-profile environmental events.
- Develop strategies to engage policymakers and key stakeholders in conservation efforts and initiatives.
- Partner with tribal community to identify shared goals and develop projects that support ecological stewardship and cultural preservation.

Public Representation & Event Participation

- Build public awareness of the conservancy's mission, programs, and conservation priorities, fostering greater support and engagement.
- Attend and present at policy forums, legislative briefings, and industry events on behalf of the Conservancy.
- Organize roundtables and strategic discussions with policymakers and key decision-makers to advance conservation objectives.

- Collaborate with the Communications team to ensure advocacy messaging aligns with the Conservancy’s overall narrative.
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QUALIFICATIONS

Skills & Abilities

- Strong understanding of environmental policy, land management regulations, and conservation funding sources.
- Strong project management skills, including the ability to plan, execute, and oversee multiple initiatives simultaneously while meeting deadlines and objectives.
- Demonstrated track record in policy advocacy, legislative affairs, and stakeholder engagement.
- Excellent written and verbal communication skills, including the ability to draft policy briefs and advocacy materials.
- Strong relationship-building skills with corporate partners, government officials, and conservation organizations.
- Experience working with regulatory agencies and knowledge of permitting processes for conservation projects.
- Ability to convey complex ideas clearly and persuasively to diverse audiences.

Education & Experience

- Bachelor’s degree in public policy, environmental science, political science, communications, or a related field; an advanced degree is preferred.
 - A minimum of 5 - 7 years of experience in government relations, policy advocacy, public affairs, or external relations, preferably in the environmental, conservation or nonprofit sector.
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COMPENSATION & BENEFITS

ESTIMATED STARTING SALARY RANGE:

\$97,800 - \$122,300 annually, based on skills and experience.

We’re proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare coverage, flexible spending accounts, 403(b) plan with a 3% employer contribution and a 5% match — fully vested after 2 years, accrued paid time off, life insurance, disability coverage, an employee assistance program, professional development, and other benefits that support work-life balance.

EQUAL OPPORTUNITY COMMITMENT

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

HOW TO APPLY

Please send a resume and cover letter to jobs@catalinaconservancy.org, listing the job title in the subject line. We are not able to accommodate in-person visits for job applicants. All applications must be submitted online, and interviews will be scheduled by appointment. Thank you for your understanding.

OUR STORY

The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island.

Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.