



POSITION ANNOUNCEMENT: Policy Manager

Chesapeake Climate Action Network seeks an experienced policy analyst and lobbyist to advance climate victories in the Chesapeake region.

The Policy Manager is critical in developing and enacting bold climate strategies in the Chesapeake region. This cross-team role works primarily with the Maryland and DC teams to analyze pending legislation, lobby lawmakers and their staff, and work effectively with grassroots and grassstops partners. In 2024, the Policy Manager will be CCAN's lead advocate for our 100% clean electricity act in Maryland, including developing our bill language and implementing a legislative strategy to pass the General Assembly.

About us

Chesapeake Climate Action Network (CCAN) is the only group in the Chesapeake region of Maryland, Virginia, and Washington D.C. dedicated *exclusively* to building a powerful grassroots movement to fight climate change. We envision an equitable energy future beyond fossil fuels, prioritizing efficiency and sustaining every aspect of our lives with truly clean power sources — solar, wind, and geothermal. We are working on bold campaigns that would result in energy policies matching the scale of the climate crisis. We have been pushing the envelope of what's "politically possible" in Maryland since 2002, using every tool inside and outside the box - from organizing to lobbying to the law.

What You Will Do

The primary responsibilities of the position include:

Policy Advocacy

- Participate in coalition and stakeholder meetings to develop strong, effective policies and ensure partner and stakeholder buy-in;
- Design creative messaging and campaign tactics to influence lawmakers;
- Represent CCAN in Annapolis, tracking down lawmakers and creating advocacy opportunities;
- Track outreach to and necessary follow-up from meetings with decision-makers.

Policy Analysis

- Provide prompt written interpretations of policy opportunities and potential threats;
- Recommend strategies and tactics based on analysis;
- Research and "power map" our advocacy targets.

Engage Action Members and Volunteers

- Provide talking points and lobby training for citizen lobbyists.
- Collaborate with the Organizing team to provide policy analysis at webinars and other volunteer events.

Qualifications

Qualified candidates will display the following capabilities and qualities:

- Commitment to the mission of fighting climate change and promoting environmental justice.
- At least five years of professional experience, including two years of state legislative experience
- Self-driven and able to work effectively with a team.
- Able to multitask and prioritize measurable results.
- Experience setting measurable goals and tracking progress.
- Problem-solver: someone who thinks of solutions more than barriers.
- Willing to work evenings and weekends as needed.
- Willing to travel within the region as needed.

The Details

The Policy Manager is based in Takoma Park, MD, and will involve frequent travel to Annapolis during the state legislative session. **CCAN staff work on a hybrid schedule, and the Policy Manager will work at least two days per week from our office in Takoma Park, with the option to work from home the rest of the week.**

The Policy Manager reports to the Maryland Director. This position is full-time, salaried, and exempt from overtime. Salary is commensurate with experience, within a range of \$63,000-\$74,000. Salaries at CCAN are based on years of related experience and demonstrated skills. We provide a generous benefits package, including health care, dental and vision coverage, and four weeks of paid vacation.

How to Apply:

[Please fill out the Google form application](#), where you will answer a series of short questions and submit a resume. We will accept applications until the position is filled, with interview preference given to candidates who apply by October 16, 2023.

The interview process will consist of a phone interview, a panel interview over Zoom, and a skills test, with the possibility of an in-person meeting. We hope to make a job offer in October.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. We are dedicated to building a diverse, inclusive, and authentic workplace; therefore, if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply! You might be the perfect candidate for this or another role at CCAN.

Equal Employment Opportunity CCAN provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.