

Government Relations Manager
Fulltime Position

This position reports directly to the Breathe California Sacramento-Emigrant Trails (BCSET) CEO and to leadership of Breathe affiliates from around the state. Working with staff and volunteers, the Manger has responsibility for managing advocacy efforts at the federal, statewide, and local level.

Specific responsibilities as of April 2016 include:

- Direct Sacramento regional advocacy efforts (50%)
 - Develop and manage policy positions on matters before Sacramento-area local governments.
 - Convene and lead BSCET's local policy and advocacy committee with staff, volunteers, and regional stakeholders on air quality and tobacco control policies.
 - Work with BCSET communications staff to develop written content related to local issues.
 - Convene annual air quality policy event.
 - Grant reporting and documentation
 - Assist with grant writing for renewal of existing grants and new grant funding
 - Participate in community and special events.

- Direct statewide legislative and regulatory advocacy (50%)
 - Convene and lead statewide advocacy committee comprised of Breathe California staff and volunteers
 - Track and develop positions on statewide legislation and items before the California Air Resources Board.
 - Develop and advocate for legislative proposals that reflect Breathe's mission and policy goals.
 - Contribute to environmental and public health coalition coordinated campaigns.
 - Work with Breathe affiliate communications staff to develop and distribute content related to state policymaking and advocacy issues.
 - Manage intern program.
 - Represent Breathe California and the Breathe California affiliates at public events and governmental hearings

Other Duties as required

Required skills and experience:

- Familiarity and demonstrated success working on policy issues
- Excellent speaking and writing skills
- Experience with event planning
- Analytical skills
- Ability to communicate complex policy ideas succinctly and clearly
- Excellent ability to work with people and demonstrated credibility
- Ability to manage multiple tasks effectively and with minimal supervision
- Must be nonsmoker
- Own transportation required

This position requires flexibility in hours with both early morning and evening meetings and some weekends; some travel required to off-site meetings, and Breathe affiliate offices in San Francisco, San Jose, and Los Angeles.

Position salary \$21 -23/hour with generous benefits including medical, dental, long term disability, life insurance, and 401k plan.

Resumes can be sent to:
Breathe California at Sacramento-Emigrant Trails
909 12th Street
Sacramento, CA 95814

Or emailed to:
Staff@ sacbreathe.org