

JOB DESCRIPTION

JOB TITLE: Director of Government Relations

REPORTS TO: Lake George Waterkeeper

EMPLOYMENT STATUS: Full-time

FLSA STATUS: Exempt

MANAGING: n/a

POSITION OVERVIEW:

The Lake George Association (LGA) Director of Government Relations leads state and federal policy and advocacy efforts to advance freshwater protection legislation, with a primary focus on Albany-based government relations. This role is central to LGA's strategy, translating science-driven solutions into lasting public policy and funding that protect Lake George and advance freshwater conservation across New York and beyond.

Working closely with the Lake George Waterkeeper and LGA leadership, the Director will advocate for LGA priorities by coordinating LGA's policy agenda, monitor legislative and regulatory activity, develop policy recommendations and briefs, and represent LGA at relevant hearings and with elected officials, agencies, and coalition partners.

KEY RESPONSIBILITIES:

Government Relations & Advocacy

- Serve as LGA's primary representative in Albany, maintaining strong, bipartisan relationships with legislators, committee staff, state agencies, and key contacts in executive offices.
- Coordinate the development of LGA's annual policy agenda and legislative priorities, and manage day-to-day government relations activities.
- Advocate to legislators and their staff in support of LGA's policy priorities; draft and deliver testimony, budget requests, and policy memos.
- Prepare and brief the LGA President and Lake George Waterkeeper for testimony, meetings, and public appearances related to policy and legislation.
- Identify legislative champions and cultivate opportunities for proactive policy proposals, amendments, and funding initiatives that advance LGA's strategic goals.

Policy Leadership & Strategy

- In coordination with the Lake George Waterkeeper, lead the development and execution of LGA's state and federal policy and government relations agenda.

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- Evaluate legislation, regulatory actions, and budget proposals affecting freshwater protection, invasive species, water quality, climate resilience, and watershed management, sharing summaries and recommendations with LGA leadership.
- Translate LGA’s science, research, and monitoring into clear policy briefs, legislative priorities, and advocacy strategies, positioning LGA as a go-to resource for decision-makers.
- Lead production of policy briefs on primary threats to Lake George water quality, to drive policy wins at federal, state and local levels.
- Support the Waterkeeper in regional and local policy efforts, including local ordinances, land use decisions, and implementation of state and federal programs.

Partnership & External Relations

- Build and maintain strong working relationships with environmental organizations, watershed groups, Adirondack and statewide conservation partners, academic institutions, and local governments.
- Track policy activity across the Adirondack region and New York State, as well as key federal freshwater and watershed initiatives, and align LGA’s efforts with relevant coalitions.
- Position LGA as a visible, credible, science-driven policy voice in the region through participation in coalitions, panels, hearings, briefings, and public forums.

Internal Collaboration

- Work closely with LGA’s science, community, development, and executive leadership teams to integrate policy with research, program design, public engagement, and fundraising strategies.
- Provide regular updates and strategic guidance to the President, Waterkeeper, Board, and staff on legislative and regulatory developments and opportunities.
- Advise on messaging and communications related to policy issues for consistency and accuracy in public statements and advocacy materials.
- Partner with the Leadership Team to ensure cross-department alignment and progress toward LGA’s strategic goals.
- Strengthen organizational culture by fostering collaboration, communication, and shared leadership across departments.

CORE FUNCTION TIME ALLOCATION

This position is expected to allocate time to core functions as follows: 100% Advocacy.

QUALIFICATIONS:

- Significant experience in New York State government or government relations, preferably including one or more of the following:
 - NYS Assembly or Senate staff

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- Legislative committee staff
- Judicial staff
- Governor's Office or state agency policy unit
- Demonstrated success advancing, shaping, or defending policy initiatives.
- Demonstrated knowledge of New York State's legislative and regulatory process, budget cycle, and political dynamics.
- Strong relationships within Albany policy circles and relevant state agencies.
- Ability to synthesize complex scientific and technical information into compelling, understandable policy recommendations.
- Clear, persuasive communicator with excellent writing and presentation skills (policy briefs, memos, testimony, talking points).
- Decisive, self-motivated, and results-oriented, comfortable managing diverse projects within a consistent strategic framework and timeline
- Commitment to diversity, equity, inclusion, and belonging, as well as the ability to promote a supportive and inclusive working environment
- Personal qualities of integrity, credibility, and dedication to best practices and the values of the LGA: Reverence for Nature, Inclusion, Integrity, and Courage
- Commitment to LGA's mission, with a science-informed, equity-minded, and solutions-focused approach to work

PREFERRED QUALIFICATIONS:

- Bachelor's degree or higher in a relevant field
- At least 10 years of experience in progressively responsible positions with at least 5 years in a leadership role.
- Experience working with and presenting to a Board of Directors and Policy/Program Committees.
- Experience working in an innovative, collaborative, and mission-driven culture.
- Experience in environmental, conservation, water quality, climate, or natural resource policy.
- Familiarity with Adirondack conservation issues, freshwater protection, or related advocacy.
- Lived or professional experience in the Adirondacks or Lake George region, or in a comparable a place-based conservation context

ORGANIZATIONAL STANDARDS

The following expectations apply to all positions at the Lake George Association:

- Advance LGA's mission through a science-informed, equity-minded, and solutions-focused approach to protecting Lake George.

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- Commitment to diversity, equity, and inclusion and the ability to contribute to a respectful, supportive, and inclusive workplace.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint, with additional role-specific software where appropriate.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- Ability to operate standard office equipment and keyboards.
- Some work (less than 5%) may require the ability to lift and carry small parcels, packages, and other items, to walk short distances, and drive a vehicle.
- Off-site meetings and events require the ability to drive, travel by train, or fly depending on the distance and circumstance of the meeting or event.

NOTE: This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

The Lake George Association is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.