



MARYLAND LEAGUE
OF CONSERVATION VOTERS
www.mdlev.org

Legislative & Political Manager Position

The Maryland League of Conservation Voters (LCV) advocates for sound conservation policies, promotes pro-environment candidates for public office, and holds elected officials accountable for the decisions they make affecting our air, water, lands, and quality of life. Maryland LCV seeks a Legislative & Political Manager to advocate for conservation policies at the state level, manage Maryland LCV's accountability program, and, in state election years, develop and implement campaign plans.

Primary responsibilities include:

- Working with the broader environmental community to advocate for conservation policies during the legislative session.
- Tracking the Maryland General Assembly including legislation relevant to Maryland LCV and the coalitions we work with and votes made in committee and on the floor.
- Writing a variety of institutional documents including testimony for priority legislation, the weekly "Hot List" of environmental priorities, the "Legislative Wrap-Up" at the end of the General Assembly session, the annual *Maryland General Assembly Scorecard* and the bi-annual report card on the Governor.
- Working with the broader environmental community to plan events for environmental activists.
- Running Maryland LCV's endorsement process and developing, implementing, and overseeing campaign activities in election years.
- Helping with other duties as required (including fundraising).

The following skills are required for the successful applicant:

- Strong understanding of Maryland's legislative process and political climate.
- At least 1-2 years experience in political or issue campaigns.
- Excellent written and verbal communications skills.
- Experience in working with the policy-makers, the media, and community organizations.
- Detail-oriented, with good organizational skills and follow-through.
- Ability to work under own initiative, as well as part of a team.

The following skills and experience are preferred for the successful applicant:

- Experience with environmental issues.
- Proficiency in using Excel and data base programs.

Compensation: Compensation depends upon qualifications and experience and includes benefits such as health and dental insurance, vacation and a 401K plan.

Position Requirements: This is a full time position based in Annapolis. Evening and weekend hours are required to be successful.

Availability: We seek to have the successful candidate begin on or around March 31, 2008.

To Apply: Electronic resumes preferred. Please submit resume in Microsoft Word or PDF format to cschwartz@mdlcv.org or mail to Cindy Schwartz, Maryland LCV, Nine State Circle, Suite 202, Annapolis, MD 21401.

Application Deadline is March 7, 2008.

Maryland LCV is an Equal Opportunity Employer