



**ANIMAL PROTECTION NEW MEXICO**

**ANIMAL PROTECTION VOTERS**

*respect all animals \* protect all animals*

## **Animal Protection New Mexico Employment Opportunity**

**Job Title:** Government Affairs Manager

**Posting Date(s):** September 16, 2021, until filled

**Employment Start Date:** As soon as possible

**Employment Category:** Regular, Non-Exempt (Hourly), Full-time

**Compensation:** Competitive salary based on relevant experience; Approximately 10 years prior relevant experience: \$46,780

**Location:** Based in Santa Fe, NM office, with work-from-home flexibility provided; Working from home full-time during the COVID-19 pandemic

**Reporting:** Government Affairs Manager position reports to Chief Government Affairs Officer; No positions reporting to Government Affairs Manager

### **Summary of Position:**

Position Responsibility: To bring about positive systemic change for animals in New Mexico by supporting the passage of legislation at the state, local, and federal level, with an emphasis on legislative tracking, grassroots advocacy events and outreach, coalition work, legislator accountability, and election work; and to support the mission of APNM and its legislative arm Animal Protection Voters (APV).

### Position Objectives:

- Be a public-facing voice and organizer for APNM grassroots supporters to support legislative, policy, and political initiatives, including: organizing of key outreach and grassroots lobbying opportunities, responding to general public inquiries/comments on APV's work, and working closely with the marketing & communications department to develop regular public communications to support APV work;
- Manage voter engagement, candidate questionnaires and endorsement processes, planning and executing political fundraisers, and managing aspects of campaign finance reporting and tracking;
- Provide vital support to the Chief Government Affairs Officer (and other relevant staff) in lobbying for animal protection legislation at the state, federal, and local levels, including: tracking and monitoring legislation, testifying at committee hearings on legislation, developing and preparing lobbying materials, conducting in-depth issue and legislative research, and working with coalition partners;

**Animal Protection of New Mexico, Inc. APNM.org**

[info@apnm.org](mailto:info@apnm.org)

ALBUQUERQUE: PO Box 11395 Albuquerque, NM 87192 505.265.2322 505.265.2488 (fax)

SANTA FE: 1111 Paseo de Peralta Santa Fe, NM 87501 505.445.0500

- Take on any other tasks as needed to facilitate successful advocacy for animals on behalf of APV and APNM.

**Skills and Competency Areas:**

- Computer-literate and experienced in using a variety of software and online tools, including Microsoft Outlook email, Excel, Word, online research, social media
- Ability to effectively and professionally communicate and work with a diverse constituency (diverse in race, ethnicity, gender, age, opinions, etc.)
- Willingness to work non-traditional hours (e.g., evenings, weekends, extended hours) during the state legislative session and occasional special events and urgent time-sensitive matters in order to meet deadlines or achieve outcomes
- Persuasive verbal, public speaking, and written communication skills
- Highly organized with the ability to manage multiple tasks simultaneously
- Desire to work in and support a team environment and its goals
- Ability to remain calm under pressure or in conflict situations
- Enthusiasm for learning from others and research

**Travel Requirements:** Occasional travel throughout New Mexico required as needed for advocacy, grassroots organizing & outreach work. Occasional travel to APNM/APV Albuquerque office when staff work in-office again. Valid NM driver's license, vehicle, and insurance required.

**Minimum Physical Requirements:** Occasional lifting/moving materials for some projects. Wheeled carts are available.

**Education/Experience Requirements:**

Preferred candidate will have a demonstrated interest for the welfare and protection of animals in New Mexico, as well as experience across the following areas: community organizing, grassroots advocacy, government, and/or political organizing.

**How to Apply:** Send both your resumé and a cover letter via email – with the Subject Line: “Government Affairs Manager Application” – to Jessica Johnson, Chief Government Affairs Officer, at [jessica@apnm.org](mailto:jessica@apnm.org).