



**ANIMAL  
PROTECTION  
NEW MEXICO**

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

**Job Title:** Government Affairs Director

**Posting Date(s):** July 2023, until filled

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

**Employment Category:** Regular, exempt, full-time employment

**Compensation:** Competitive salary, generous paid time off, 100% employer paid health insurance, 70% employer paid dental insurance; employee paid group vision insurance, and employer contribution of up to 1% of salary to a 401k retirement plan annually. Full-time Starting Salary: \$60,785 (with no prior relevant experience), with final offer based on demonstrated relevant experience.

*(Example: Candidates with 10 years of experience will earn approximately \$68,383.)*

**Location:** Based in Santa Fe, New Mexico

**Reporting to:** Chief Government Affairs Officer

### **Summary of Position:**

#### **Position Responsibility:**

To bring about systemic change for animals in New Mexico by pursuing the passage of legislation to protect animals and opposing legislation harmful to animals in New Mexico—at primarily the state level and occasionally the local and federal levels—through Animal Protection New Mexico (APNM) and its 501(c)(4) arm Animal Protection Voters (APV).

#### **Position Objectives:**

- Influence policymakers, including a presence during the annual state legislative session during both regular and evening hours (physical presence in Santa Fe required; online presence and monitoring supplementing as needed)

**Animal Protection New Mexico, Inc. [APNM.org](http://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

- Engage in full-spectrum lobbying work, including tracking and analyzing legislation, conducting in-depth issue and legislative research, testifying at committee hearings, developing and delivering lobbying materials, traveling to interim committee meetings across the state, and engaging in savvy relationship-building tactics and opportunities
- Utilize lobbying and influence work to advocate for animal protection policies as well as for funding for animal protection causes including APNM programs/projects and for other animal-related entities, programs, or projects
- Steward and organize APNM/APV grassroots supporters to support legislative initiatives, including: organizing of Lobby Day at the Capitol and other events and outreach opportunities, responding to general public inquiries/comments on APV's work, and working closely with the marketing & communications department to develop regular public communications
- Manage the APV volunteer program to support APNM/APV's legislative initiatives, including: phonebanking, event production, and outreach activities.
- Manage and conduct APV's voter engagement strategies, candidate questionnaire and endorsement processes, and fundraising events & efforts
- Serve as a spokesperson on issues/legislation in the media and at public/community outreach events or presentations
- Take on any other tasks as needed to facilitate successful advocacy for animals on behalf of APV and APNM, including donor stewardship and development

### **Skills and Competency Areas:**

- Computer-literate and experienced in using a variety of computer software and online tools including Microsoft Outlook email, Excel, Word, online research, social media, and adept at learning new software platforms
- Strong commitment to work non-traditional hours (e.g., evenings, weekends, extended hours) during the state legislative sessions and election seasons to meet deadlines or achieve outcomes
- Ability to effectively and considerately communicate and work with diverse coworkers, constituents, partners, and stakeholders (diverse in race, ethnicity, culture, gender, age, opinions, political ideologies, etc.)
- Persuasive oral communication, written communication, public speaking, and negotiation skills
- Works well independently, as well as part of a collaborative team environment
- Strong aptitude for planning and managing multiple goals/projects/tasks simultaneously with attention to detail
- Ability to remain calm and professional under pressure or in conflict situations
- Proven initiative-taker when presented with the opportunity to research or learn something new
- Sound decision-making and problem-solving skills
- Can adapt and respond with flexibility to reasonable changes in work priorities and

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circumstances

**Travel Requirements:** Occasional travel within New Mexico as needed and relevant to the work.

- Must have (*or obtain within 3-months from the date of hire*) and maintain a current, valid State of New Mexico driver's license; must have and maintain an insurable driving record under APNM's vehicle insurance policy.
- Any employee using their personal vehicle for APNM business must have and provide proof of current liability insurance that meets or exceeds State-required minimum coverages, or other coverages required by APNM.

**Minimum Physical Requirements:** Occasional lifting/moving materials for some projects. Wheeled carts are available. Candidates must be able to sit (or stand if preferred) for long periods of time.

**Education/Experience Requirements:**

Minimum candidate qualifications:

- Bachelor's degree related to law, government, public administration, or public policy
- Familiarity generally with legislative processes and procedures and statutory/regulatory frameworks
- Experience with public policy, grassroots advocacy campaigns, voter outreach, and event planning
- Commitment to the welfare and protection of animals

Preferred candidate qualifications:

- Post-graduate or professional degree related to law, government, public administration, or public policy
- Knowledge of New Mexico legislative processes and procedures and statutory/regulatory frameworks
- Demonstrated competence for analyzing and distilling legislative language and policy goals
- Demonstrated savvy in lobbying, rapport-building, coalition-building, and negotiation, with regard to diverse constituents and stakeholders
- Demonstrated awareness of and interest in the major animal protection issues in New Mexico
- Nonprofit organization experience

**How to Apply:** Send resume and cover letter via email with the subject line: "APNM Government Affairs Director Application" to Jessica Shelton, Chief Government Affairs Officer at [jessica@apnm.org](mailto:jessica@apnm.org).