

BIZFED JOB DESCRIPTION

Job Title: Advocacy Manager - Energy and Environment

About BizFed:

BizFed, a 501(c)6 nonprofit, is a dynamic, diverse federation of chambers of commerce, trade associations, minority business groups, business improvement districts, and related nonprofits, along with premier companies and public institutions. Collectively, BizFed represents 420,000 employers with 5 million employees throughout Southern California and beyond. BizFed is the leading edge of the organized business community, educating and mobilizing members to advocate for public policies at all levels of government that promote a strong and vibrant economy and quality of life. We engage in advocacy, education, and collaborative efforts to influence public policy and create a favorable business environment across all economic sectors.

Position Overview:

The Energy and Environment Advocacy Manager will lead BizFed's policy and advocacy efforts related to energy, water, environmental, and air quality policy issues. This role will be instrumental in developing strategies and mobilizing stakeholders to influence policy decisions at the local, regional, and state levels. The manager will monitor relevant regulatory agencies such as the South Coast Air Quality Management District (SCAQMD), California Air Resources Board (CARB), Metropolitan Water District (MWD), and California Public Utilities Commission (CPUC), engage with regulatory and legislative bodies, and represent BizFed's positions in public forums. The ideal candidate will have solid knowledge of energy, water, and environmental policies, strong advocacy skills, and a commitment to advancing BizFed's mission.

This is a full-time, exempt position, reporting to the BizFed Senior Director of Government Affairs and serving as a member of the BizFed Advocacy Team.

Key Responsibilities:

- **Policy and Advocacy Leadership:**

- Actively monitor and analyze meetings, agendas, and activities of regulatory bodies including SCAQMD, MWD, CARB, and CPUC.
- Represent BizFed before legislative and regulatory agencies by providing testimony, drafting letters, and engaging with public officials to advance BizFed's policy positions.
- Collaborate with BizFed board members and teammates to develop and implement effective advocacy strategies for key energy and environmental issues.
- Educate, inform, and mobilize BizFed members and stakeholders to drive positive outcomes on BizFed positions.

- **Policy Committee Management:**

- Manage BizFed's Energy and Environment Committee, Water Committee, and SCAQMD/CARB Committee, coordinating with committee co-chairs to schedule meetings, develop agendas, and facilitate discussions.
- Develop meeting materials, including briefing documents and summaries on relevant policy issues.
- Provide regular updates to BizFed members and stakeholders on key issues.

- **Stakeholder Engagement:**

- Build and maintain relationships with key stakeholders, including regulatory agencies, elected officials, and business leaders to influence energy and environmental policy outcomes.
- Manage relationships with a portfolio of 30 to 40 BizFed member organizations.
- Engage with BizFed members to amplify the organization's advocacy efforts, ensuring they are informed and mobilized around priority policy issues.

- **Internal Collaboration:**

- Actively participate in regular team meetings and collaborate closely with colleagues to align on advocacy strategies and ensure consistent messaging.
- Maintain ongoing communication with key stakeholders, including BizFed members, regulatory bodies, and public officials, to support coordinated efforts across policy areas.
- Provide regular updates to teammates and leadership during BizFed team sessions, Advocacy Team meetings, and other scheduled staff and committee meetings.

- Work collaboratively with the entire BizFed team to ensure cohesive execution of advocacy efforts and to maintain a unified voice across all initiatives.
- **Other Duties As Assigned:**
 - BizFed is a small, dynamic, highly collaborative team. While each person has a particular role, the expectation from the top down is that all teammates work together with a flexible and positive spirit to accomplish the mission.

Work Location and Culture:

- Employees generally work remotely via Zoom, with the expectation that they are available by email, text, and phone during normal business hours. Employees also have daily access to co-working spaces throughout the Los Angeles region at their discretion.
- Employees are also expected to attend regular (generally monthly) in-person team meetings at various locations throughout the area.
- As needed, employees are expected to attend in-person public hearings, advocacy meetings, member events, and other similar in-person meetings and events.
- While our work can be fast paced and high stakes, we strive to maintain a culture that is highly collegial and collaborative, with a particular emphasis on positivity and teamwork.
- We are generous with paid holidays (e.g. all Federal holidays, key State and County holidays, and some additional discretionary holidays, such as the day after Thanksgiving) and emphasize a family-friendly work-life balance.
- Very occasionally, our work schedules are at the mercy of the legislative calendar, which can include some weekend work obligations during key moments of the legislative cycle.

Qualifications:

- Bachelor's degree in Public Policy, Environmental Science, Political Science, or a related field.
- Minimum of 5 years of experience in advocacy, public policy, or a related field, with a focus on energy, water, environment, or regulatory policy.
- Strong understanding of California's regulatory environment, particularly with SCAQMD, MWD, CARB, and CPUC.
- Excellent written and verbal communication skills, with experience in drafting testimony, letters, and policy briefings.

- Proven ability to manage committees and work collaboratively with diverse stakeholders.
- Demonstrated ability to develop and implement strategic advocacy campaigns.
- Ability to work independently in a fast-paced environment while also collaborating effectively with team members.
- Must possess a valid driver's license and access to a vehicle, or have the ability to easily travel to meetings and events throughout the Los Angeles region.

Compensation:

- Base Salary Range: \$100,000 - \$120,000
- Bonus Opportunity: \$10,000 annually
- Competitive benefits (medical, dental, PTO, cellphone/internet stipend, etc.) with very generous paid holidays and excellent work-life balance

How to Apply:

Interested candidates should submit a resume and cover letter to David Englin, BizFed President, david.englin@bizfed.org.