

Waterkeepers Chesapeake

Legal & Policy Manager

Position Description

Waterkeepers Chesapeake (WKC) seeks a Legal & Policy Manager, reporting to the Executive Director. The Legal & Policy Manager will contribute to Waterkeepers Chesapeake's legal and policy presence and effectiveness in the Chesapeake and Coastal Bays watersheds. As part of the policy and legal team, the Legal & Policy Manager will advance Waterkeepers Chesapeake's legal and policy goals of fishable, swimmable waterways, and clean drinking water through legal actions, advocacy and legislation. WKC is looking for a qualified environmental lawyer and/or policy analyst with a strong commitment to the environment and a strong academic and experiential-learning record. The position requires some travel throughout the Chesapeake region, and a commitment to attend meetings and appointments that may be outside of normal business hours. Waterkeepers Chesapeake is an equal opportunity employer and highly values diversity.

Description of Responsibilities:

- Policy Development and Strategic Planning
 - Establish and enhance Waterkeeper Chesapeake presence and effectiveness in the region by:
 - Leading Policy & Legal Program efforts on campaigns and policy initiatives to protect and restore the environment, such as work on the Fair Farms Campaign, Conowingo actions, and improving standing.
 - Coordinate with the Executive Director, contracted lobbyist, and legislator staff to review bills, lobby, testify at public hearings, develop policy papers, etc.
 - Initiating, maintaining and expanding strategic relationships with constituency groups, environmental organizations, private advocates and funders.
 - Participate in policy development in two Fair Farms collaborative projects: Millions Acre Challenge and E3 (an Eastern Shore project).
 - Participating in government and administrative processes to develop an awareness of issues and advocate and advance Waterkeeper Chesapeake priorities.
 - Reaching and actively engaging the public through meetings, public events, and public speaking.
 - Travelling within the Chesapeake and Coastal Bays to organize and attend meetings with elected officials, regulators, member Waterkeepers, and the public.
 - Coordinate with and assist 17 member organizations on policy and legislative issues in the Chesapeake and Coastal Bays watersheds.

- Work with development department to create and expand relationships with donors and foundations.
- Work with communications department to develop content for the website, respond to press inquiries, and maintain relationships with the public and reporters.
- Serve as spokesperson for campaigns, represent Waterkeepers Chesapeake at regional and national conferences, and forums.
- Oversee policy contractors and legal interns
- Legal Work
 - With Executive Director, manage a docket of active cases, working with outside counsel, that may include environmental citizen suit litigation, permit challenges, challenges to environmental reviews, etc.
 - Coordinate legal and policy research and formulate strategies for citizen enforcement, including assisting member Waterkeepers and connecting them to necessary legal assistance
 - Coordinate with the Executive Director and Deputy Director to explain legal actions to the Board for approval.
 - Draft comments on administrative matters, including proposed rulemakings, TMDL milestones, permit applications, and environmental review documents.
 - Commence and advance enforcement lawsuits with partners and outside counsel.
 - Formulate settlement positions and monitor post settlement compliance.
 - Draft comments on administrative matters, including proposed rulemakings, TMDL milestones, permit applications, and environmental review documents.
 - Monitor Environmental Notice Bulletin and other relevant notices.
 - File local, state and federal information requests.

Requirements

All candidates must:

- Have a strong commitment to Waterkeepers Chesapeake's mission and goals and possess a general familiarity with non-profit environmental organizations;
- Demonstrate familiarity with federal and state administrative and environmental policy;
- Have at least 3-6 years of relevant policy and/or legal experience;
- Have excellent writing, research and communication skills;
- Be energetic, creative, well organized, independent, hard-working, personable, and have a sense of humor; and

- Be able to maintain a flexible work schedule, work independently, be willing to work some evenings, and travel throughout the Chesapeake region for meetings.
- Masters degree, law degree, or other equivalent education or experience.

Preference will be given to candidates that have:

- Training or experience in environmental policy and law.
- Training or experience in public oral advocacy.
- Training or experience with the Clean Water Act, Administrative Procedures Act (or state equivalents), Freedom of Information Act (or State Equivalents), and National Environmental Policy Act (NEPA).

Waterkeepers Chesapeake

Waterkeepers Chesapeake is a coalition of seventeen independent Waterkeeper programs working to make the waters of the Chesapeake and Coastal Bays swimmable and fishable. We amplify the voices of each Waterkeeper and mobilize our organizations to fight pollution and champion clean water.

The position is in the Washington, DC metro area and includes telecommuting as well as shared office space in Takoma Park, MD, we also have occasional meetings throughout the Chesapeake Bay region requiring some driving. Will require some evening and weekend hours.

Salary range for this position is \$60,000 - \$70,000. Position includes a generous benefits package. The position is available immediately. Waterkeepers Chesapeake is an equal opportunity employer. People of color, women, disabled people, and transgender or gender non-conforming applicants strongly encouraged to apply.

Please submit a resume, cover letter indicating your specific interest in this position, and a writing sample to [info\(at\)waterkeeperschesapeake.org](mailto:info@waterkeeperschesapeake.org) with subject line: LAST NAME – Legal & Policy Manager application.