



**U.S. Policy Manager**  
**Great Lakes and St. Lawrence Cities Initiative**  
*October 2022*

**General Job Description:**

The Great Lakes and St. Lawrence Cities Initiative — a binational coalition of more than 175 U.S. and Canadian mayors dedicated to the environmental and socioeconomic health of the Great Lakes and St. Lawrence River Basin — seeks a **U.S. Policy Manager** to work with the Chief Policy Officer to bolster U.S. member mayors' policy influence and deliver policy results for U.S. member cities.

The Infrastructure Investment and Jobs Act and the Inflation Reduction Act make available historic federal investments in clean air, clean water, and climate-resilient communities. The U.S. Policy Manager will help guide action by U.S. member mayors to ensure federal and state agencies implement these landmark laws in an effective and equitable manner that benefits U.S. member cities across the basin. Additionally, the U.S. Policy Manager will work to build and sustain political support in the U.S. Congress for the Great Lakes Restoration Initiative, annual appropriations for water infrastructure and coastal resilience, and other federal policy priorities.

In support of these objectives, the U.S. Policy Manager will cultivate relationships at all levels of government in the United States, craft key messages and actionable recommendations, and develop and implement advocacy tactics to take advantage of policy opportunities and overcome policy barriers. The U.S. Policy Manager will also regularly engage with U.S. member mayors and provide support to the Cities Initiative's policy commissions.

**Major Responsibilities:**

- Identify opportunities for U.S. member mayors to influence the development and implementation of legislation and policy related to climate change and coastal resilience; water equity; the blue economy; and environmental protection and restoration.
- Monitor federal, state, and municipal implementation of the Infrastructure Investment and Jobs Act and the Inflation Reduction Act; the annual appropriations process and funding for the Great Lakes Restoration Initiative and other federal policy priorities; and other legislative and policy developments affecting the environmental and socioeconomic health of Great Lakes cities.
- Establish and maintain relationships at all levels of government in the United States, including with Members of the U.S. Congress and congressional staff; the Environmental Protection Agency, the U.S. Army Corps of Engineers, and other federal-agency partners; and relevant state officials in the eight Great Lakes states.
- Craft key messages and actionable recommendations — as well as organize advocacy meetings, press conferences, and other events — to facilitate U.S. member mayors' engagement with legislative, policy, and press audiences.

- Cultivate strategic partnerships as necessary to advance our policy objectives.
- Work with U.S. member cities to better understand their policy priorities, as well as communicate their successes and challenges to relevant audiences.
- Provide administrative support — including agenda development, correspondence, and document management — to the Cities Initiative’s policy committees.
- Support the development of organizational outputs related to the annual report card; the annual meeting; monthly webinars; the mid-year meeting; the *Making Waves* newsletter; weekly bulletins; and board meetings.

### **Key Qualifications and Competencies:**

- Minimum 3-5 years of experience in U.S. federal, state, and/or municipal government, and/or in a policy-focused non-profit organization.
- Knowledge of U.S. federal, state, and/or municipal policies related to climate change, environmental protection, and/or water infrastructure, in addition to familiarity with the roles and responsibilities of federal, state, and municipal agencies.
- Experience briefing U.S. federal, state, and/or municipal officials.
- Superior oral and written communications and presentation skills.
- A proven ability to analyze policies, develop key messages and actionable recommendations, and implement advocacy tactics.
- Sound judgement and strategic decisionmaking.
- Effective interpersonal skills and evidence of teamwork.
- Ability to multi-task, prioritize, and deliver on multiple demands under tight deadlines
- Self-discipline to work at a virtual organization.
- An eagerness to learn and grow from direct mentorship and professional-development opportunities.
- Fluency in English is required.

### **Salary and Benefits:**

\$60,000 to \$80,000 annually contingent on qualifications and experience, partial funding for healthcare and 401k retirement plan, and three-weeks’ paid vacation plus sick time.

### **Classification:**

Full-time (40 hours/week), salaried, professional.

### **Reporting:**

This position reports to the Chief Policy Officer and will be an integral member of the Cities Initiative’s Policy Team.

**Work Location:**

This position is fully virtual, though it will require limited travel to support organizational events and policy efforts. We welcome candidates based in Great Lakes cities and Washington, DC.

**Application Process:**

Send a cover letter, a resume, and three professional references to Travis Wheeler, Chief Policy Officer, at [twheeler@glslcities.org](mailto:twheeler@glslcities.org). The subject line should read “U.S. Policy Manager – First and Last Name of Applicant.” Applications will be reviewed beginning Monday, October 31<sup>st</sup>, and will be accepted until the position is filled.

The Cities Initiative is an equal opportunity employer committed to building a skilled and diversified team that represents the communities we serve. We welcome and encourage applications from all individuals, including but not limited to: women; Black, Indigenous, and People of Color; members of the LGBTQ+ community; and persons with disabilities.

**About the Great Lakes and St. Lawrence Cities Initiative:**

Founded in 2003, the Great Lakes and St. Lawrence Cities Initiative is a binational coalition of more than 175 U.S. and Canadian mayors dedicated to the environmental and socioeconomic health of the Great Lakes and St. Lawrence River Basin. The Cities Initiative’s 2022-2025 Strategic Plan identifies four strategic priorities for the organization: Climate Change and Coastal Resilience; Water Equity; the Blue Economy; and Ecosystem Protection and Restoration. Cities Initiative staff are based in Chicago; Montreal; Milwaukee; and Washington, DC.