



4022-A Hummer Road
Annandale, Virginia 22003

Open Position: Policy Manager

Northern Virginia Conservation Trust (NVCT) is seeking an energetic, full-time Policy Manager to lead the organization's efforts to impact legislation, policy proposals and land use decisions in accordance with our mission and strategic plan. NVCT preserves urban, suburban, and rural lands and waters for habitat, recreation, and healthy communities through permanent protection of nature, active land stewardship, community engagement, and effective partnerships.

General Position Description:

The Policy Manager is the eyes and ears for the organization in leading, tracking and engaging the staff, Board of Directors and partners on pertinent land use issues, legislation and regulations at the local, regional, state and federal level. The candidate works closely with the Executive Director, Conservation Director, and board Policy Committee to advocate for policies that expand NVCT's mission and grow the resources necessary to save nearby nature across Northern Virginia. The Manager has regular and meaningful interaction with partners, stakeholders, elected officials, and county staff.

This role is perfect for someone with great energy and a dogged commitment to land conservation who can work with a wide array of stakeholders on a variety of fast moving and sometimes technical policy issues. The ideal candidate is equally comfortable in a room full of peers planning large scale statewide conservation outcomes as they are advocating for a single NVCT protected preserve under threat from proposed development. This position is **full-time** with an expectation of office work in the Annandale office and opportunities for hybrid work with regular, local travel.

Responsibilities:

Direct Advocacy:

- Advocate for legislation, funding, and projects that support NVCT policy priorities.
- Track, review, analyze, and formulate organizational positions on land conservation bills, local ordinances, funding proposals, land use decisions and regulations.
- Represent NVCT on policy issues at the local, regional and state level through meetings, written correspondence and public testimony.
- Represent NVCT on statewide and regional coalitions that are building collective support for conservation funding, environmental legislation, and policy initiatives.

- Broaden organizational capacity for advocacy initiatives through the establishment, leadership, and strengthening of partnerships and coalitions.

Grassroots Advocacy and Communication:

- Work with community leaders and other regional and local experts to understand the needs and opportunities for progress on land conservation proposals and land use decisions by consulting with stakeholders across NVCT's service area.
- Contribute to the development and implementation of advocacy campaigns working with the lands and communications teams.
- Develop advocacy-related content for NVCT's website, social media, action alerts, and other publications and reports.

Organizational Support:

- Lead annual policy priority goal setting.
- Provide input on strategic plan strategies.
- Assist with the development of annual budget for policy initiatives.
- Provide staff support and strategic leadership to NVCT's Policy Committee.
- Contribute to organization-wide commitment to people and culture.

Fundraising and Grant Management:

- Assist in the development of funding proposals and budgets for public policy projects.
- Manage awarded grants, grant reporting, tracking of project deliverables, and expenditures for policy related dollars.
- Meet with funders as necessary to secure support for priority projects.

Qualifications:

- Bachelor's degree or equivalent experience.
- At least 2-3 years of direct policy or advocacy experience.
- Excellent written and verbal communication skills.
- Strong organizational skills.
- Experience reading and interpreting legislation and legal documents.
- Some familiarity with local government proceedings and land use tracking is a plus.
- Ability to manage multiple priorities and projects at once with strong attention to detail.
- Outgoing, professional and friendly personality with the ease to meet new people and quickly earn their confidence.
- Flexible self-starter who loves working with others and seeks personal interaction.
- Confidence to try new things, expand existing programs, and not be afraid to fail.
- Ability to exercise good judgment, including discretion, when identifying and resolving complex problems.
- Eagerness and ability to work with people from diverse backgrounds.
- Passion for and commitment to people, culture and diversity in all aspects of life and specifically towards accessibility for all people in outdoor spaces.

- Strong candidates will ideally have a love of the outdoors and a passion for environmental conservation with some experience in nonprofit organizations.

Reports to: Executive Director

Working Conditions:

- Office-based work with regular driving to meetings and functions across a wide service area.
- Opportunities for remote work and flexibility depending on the situation.
- Occasional evening and weekend work expected.

Compensation and Benefits:

- Up to \$70,000 per year based on experience.
- Health insurance with 100% employer coverage.
- Paid time off and holidays.
- Retirement plan with employer contributions.
- Travel reimbursements for work-related vehicle use.
- Professional development opportunities.
- Hybrid work flexibility.

How to Apply:

Submit resume and cover letter by July 16, 2026 to Alan Rowsome, Executive Director, at jobs@nvct.org. Please put "Policy Manager Application" in the subject line. No phone calls, please.

NVCT is an equal opportunity employer who welcomes candidates of all ages and backgrounds to apply for this position.

Clean water, air, and a safe environment are our shared rights as human beings, and everyone has a role in protecting the land we share. Success depends on everyone having an opportunity to find their role in land conservation so they can bring their own unique knowledge, perspectives and talents. We accept applicants from a variety of backgrounds, fields, cultures, and identities.