

Job Description

Job title	New England Policy Manager
Reports to	Senior Manager of External Affairs – New England

Job purpose

The New England Policy Manager advances policies that protect farmland across the region through stakeholder coordination, coalition management, policy research, and strategic communications. This position manages the day-to-day operations of the Working Lands Alliance and supports AFT's policy advocacy efforts throughout New England.

Position Summary

Under the general supervision of the Senior Manager of External Affairs – New England (SMEA), the New England Policy Manager manages Working Lands Alliance operations, coordinates multi-state policy advocacy activities, conducts policy research and analysis, and builds relationships with diverse stakeholders to advance AFT's New England policy platform. This position exercises judgment within defined procedures and policies to determine appropriate action and provides input into annual division objectives and work plans.

Duties and responsibilities

Working Lands Alliance Management (50%)

- Manage day-to-day activities of Working Lands Alliance (WLA) including collaborating with the Steering Committee to set legislative policy agendas
- Coordinate WLA sub-committee meetings, schedule monthly meetings, prepare meeting materials, agendas, and presentations
- Take meeting notes and manage follow-up communications with stakeholders
- Provide input to annual work plans and coordinate implementation of WLA initiatives
- Manage WLA office space, website contracts, and coordinate lobbying contract administration in Connecticut
- Represent WLA and AFT at Connecticut stakeholder meetings and support AFT's advocacy efforts in the state under guidance of SMEA
- Plan and execute all WLA events including lobby days, WLA's Annual Meeting, Connecticut Agriculture Day and stakeholder retreats
- Execute WLA social media campaigns, regular email updates, and other digital communications
- Draft testimony and organizational sign-on letters of support for key policies and programs
- Prepare public comments to State Agency officials, emails and event invitations to key state leaders and lawmakers

Policy Research and Analysis (15%)

- Research best practices, emerging policy trends, and conduct policy scans in coordination with AFT staff to guide policy development in the region
- Research topics including but not limited to - farmland protection, farmland access, climate disaster relief, renewable energy siting, business technical assistance, and soil health initiatives
- Analyze policy proposals and provide recommendations to SMEA on strategic opportunities
- Monitor legislative developments across New England states and report on key issues
- Draft policy briefs, white papers, and analysis documents (e.g., Option to Purchase at Agricultural Value, PFAS contamination on Farmland, etc.)

Event Coordination and Execution (15%)

- Plan and execute New England policy events (lobby days, tabling events, etc.)
- Manage all event logistics: reserve event space, coordinate caterers and speakers, send invitations, and coordinate follow-up
- Coordinate programs for diverse stakeholders across multiple formats such as webinars, networking events, and educational workshops
- Evaluate event success and provide recommendations for improvements

Communications and Advocacy Support (15%)

- Draft testimony and organizational sign-on letters of support for key policies and programs
- Prepare public comments to State Agency officials, emails and event invitations to key state leaders and lawmakers
- Develop blogs, press releases, action alerts, and other advocacy documentation
- Communicate key policy initiatives related to farmland protection, farmland access, climate-smart agriculture, smart solar siting, and PFAS contamination to stakeholders, policymakers, and the public
- Assist with content development and delivery for NE Policy
- Respond to inquiries from farmers, landowners, organizations, and the public regarding AFT's policy work

Stakeholder Engagement and Coalition Building (5%)

- Build and maintain relationships with coalition partners, policymakers, and agricultural organizations
- Help build farmer engagement with AFT's policy agenda through phone, email, and attendance at conferences with SMEA
- Coordinate internal meetings and communications to ensure timely completion of program activities

This is not necessarily an all-inclusive list of job-related responsibilities. Management reserves the right to revise the job or to require other or different duties be performed as assigned.

Qualifications

Required Skills and Competencies:

- Highly organized with demonstrated ability to manage multiple tasks, policy issue areas, and competing priorities in a fast-paced environment
- Strong analytical skills with ability to research complex policy issues and synthesize information for diverse audiences
- Excellent written and verbal communication skills with ability to adapt messaging for different stakeholder groups (farmers, policymakers, advocates, public)
- Committed to creating diverse coalitions and promoting/centering issues of diversity, equity, and inclusion in policy work
- Self-directed with ability to exercise judgment within defined guidelines and work independently with general supervision
- Strong relationship-building skills and ability to work collaboratively with diverse partners
- Experience managing projects and coordinating multiple stakeholders
- Track of record of managing legislative campaigns, lobbying and having leadership in national, state and/or local policymaking processes
- Outgoing, engaging and community-oriented individual who is passionate about agriculture and farmland conservation

Technical Skills:

- Proficient with Microsoft Office Suite and Google Workspace (required)
- Experience with Microsoft SharePoint and Teams (preferred)
- Familiarity with Salsa, social media platforms, and web content management (preferred)
- Experience with virtual meeting platforms (Zoom, Teams, etc.)

Policy Knowledge:

- Working knowledge of farmland protection, farmland access, soil health, and/or solar siting policies
- Familiarity with coalition management and advocacy strategies

Education & Experience

Required (one of the following):

- Bachelor's degree and 7+ years of professional experience in farmland protection, energy, agricultural conservation, policy advocacy, coalition management, or related field, OR
- Advanced degree in law, public policy, agriculture, sustainable development, climate policy, conservation, farmland protection, or natural resource planning with 5+ years of relevant experience

Preferred:

- Experience working in New England policy landscape
- Experience managing coalitions or multi-stakeholder initiatives

- Background in legislative advocacy or lobbying
- Experience working with agricultural communities
- Lives within 90 mins or within easy reach of Hartford, Connecticut and Boston, Massachusetts

Working Conditions

- This position may visit farmers on their farms
- Occasional work in evenings or on weekends may be required to attend events and meetings
- Remote work with occasional in-person meetings and events

Travel

The position requires travel around New England to attend conferences and events, conduct partner and community outreach, and support advocacy efforts (approximately 20% of time). Occasional overnight travel may be required when directly connected to AFT outcomes.

Physical requirements

- Ability to perform the essential job functions consistently, safely, and successfully with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards
- The person in this position frequently communicates with partners, stakeholders and staff who have inquiries and must be able to exchange accurate information in these situations
- Must be able to remain in a stationary position for extended periods during meetings and work sessions
- Occasionally moves about inside the office and at external meetings/events to access file cabinets, office machinery, etc.

Direct reports

This position has no supervisory responsibility.

Compensation

Grade 6 (Professional Level I): \$75,000 - \$80,000 annually

Actual salary will be determined based on the candidate's qualifications, experience, and internal equity considerations within the salary range.

Approved by:	
Date approved:	
Reviewed:	

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