



The voice of fish and wildlife agencies

1100 First Street, NE, Suite 825
Washington, DC 20002
Phone: 202-838-3474
Fax: 202-350-9869
Email: info@fishwildlife.org

POSITION ANNOUNCEMENT

The Association of Fish & Wildlife Agencies (AFWA) offers an excellent suite of benefits including: paid vacation, paid sick leave, 100% health care coverage for employees, a 401k plan with up to a 7% employer contribution, the ability to work from home two days a week, short and long term disability insurance, a supportive culture and a commitment to a collaborative and inclusive workplace.

Position Title: Wildlife Resource Policy Program Manager

Position Location: Washington, D.C.

Note: AFWA's Washington, DC based positions are expected to work from the office for a minimum of three days per week with the option of working up to two days per week from home.

Reports To: Government Affairs Director

Job Type: Exempt / full-time

Organization

Founded in 1902, AFWA represents North America's fish and wildlife agencies. It promotes sound management and conservation and speaks with a collective voice on important fish and wildlife issues. The Association is a nonprofit, 501(c)(6) trade association. See www.fishwildlife.org for more information.

Position Summary

Manages and coordinates the Association's policy development and advocacy efforts related to wildlife resource policy, including wildlife management and conservation, hunting, trapping, and recreational shooting in accordance with the Association's strategic plan and member priorities. Develop strategies and sound wildlife related policies in close coordination with state fish and wildlife agencies to advance state fish and wildlife agency priorities and their conservation objectives. Stays abreast of federal rules, regulations, policies, and legislation related to wildlife resource policy. Staffs and manages several of the Association's committees including the Hunting and Shooting Sports Participation Committee and the Wildlife Resources Policy Committee.

Works collaboratively with AFWA committees, state agencies, AFWA staff, and conservation partners to develop sound wildlife policy recommendations, briefing materials, and correspondence in accordance with Association member priorities. Responsible for coordinating monthly updates for state fish and



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wildlife agency wildlife program administrators. Develops strategies to work effectively with Congress and actively engages with Congressional offices to leverage existing relationships and foster new collaborative relationships to further Association and state fish and wildlife agency priorities to advance the state fish and wildlife agencies' priorities and other Association strategic priorities. Fosters trusted, collaborative and productive working relationships with AFWA's non-profit conservation partners and Federal agency staff to advance and advocate for AFWA priorities and positions.

Duties

Manages and coordinates the Association's policy development and advocacy efforts related to wildlife resource policy, including wildlife management and conservation, hunting, trapping, hunter recruitment and retention, and recreational shooting in accordance with the Association's strategic plan and member priorities.

Monitors and advocates for AFWA interests and positions on Congressional legislation and federal rulemaking actions of interest. Coordinates Congressional advocacy efforts and logistics. Focus areas include but are not limited to: wildlife policy, federal public land management policy, threatened and endangered species, wildlife diseases and health, terrestrial invasive species, human/wildlife conflicts, federal agency appropriations, hunting and shooting sports, state and federal coordination, tribal relations, technology, and other policies, statutes, and legislation that could affect the management authority of state fish and wildlife agencies.

Manages and leads interactions representing the Association's wildlife portfolio with state fish and wildlife agencies and conservation partners to enhance fish, wildlife, and their habitats and increase public access for outdoor recreation.

Regularly monitor news, subscription services, and the Federal Register for content of interest and coordinate distribution of information to AFWA members, as appropriate. Manage internal organization coordination and implementing program efficiencies through project management.

As assigned by the AFWA Government Affairs Director (GAD): lead engagement with congressional offices, federal agency staff, and Association members and partners; lead legislative and policy research, writing, and coordination of congressional testimony and statements for the record; develop talking points on legislation and issues of importance; facilitate coordination and track Congressional Dear Colleague Letters and community letters of support/opposition on legislation; assist with the development and distribution of advocacy messages to Congress and AFWA members and partners on important legislation. Attend and analyze Congressional hearings of interest and represent the organization at coalition meetings related to wildlife policy portfolio.



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Assist the GAD with identifying emerging Congressional issues; the development of nationally coordinated comments during federal agency rule-making processes; the development of Association positions on Congressional legislation; and providing Government Affairs support to Association committees and working groups.

Manage messaging to AFWA members related to Wildlife portfolio: Develop written and verbal communications on various issues of interest for state fish and wildlife agency Directors, their key staff, and Association committees; facilitate committee meetings; develop content for Association member communications; and manage the federal action alert process to alert directors and staff of pertinent action and develop "call to action" materials. Provide content for Association's Communications Director for web. Convene monthly virtual meetings of state agency wildlife chiefs.

As a member of AFWA's Government Affairs Team, actively participates in meetings and briefings, and assists with projects and initiatives as assigned.

Other duties as assigned.

Qualifications

A bachelor's degree (master's degree preferred) in fish and wildlife management or a related field, or a bachelor's degree (master's degree preferred) in political science with a focus on natural resource conservation or environmental studies; and at least 2-4 years' experience in a natural resources related field, with an emphasis on policy development and the legislative process preferred.

Working knowledge of the congressional legislative, and federal budget and regulatory processes.

Excellent verbal and written communications skills, work effectively with others, be self-motivated, commitment to learning, manage long-term and short-term deadlines, manage scheduling and numerous projects at one time, and have strong organizational skills. Strategic and critical thinker.

Strong interpersonal skills that demonstrate the ability to develop and maintain collaborative and trusted relationships with state fish and wildlife agency leaders and staff, AFWA members, Congressional staff, Federal agency partners, and members of conservation organizations.

Documented ability to work effectively with others, be self-motivated, work independently, able to look long-term and plan strategically as well as handle short-term deadlines, demonstrate sharp policy



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analytical ability, and manage multiple projects/issues simultaneously. Experience with planning and facilitating meetings.

The Association utilizes Microsoft 365 and Microsoft Office products. Proficiency with these products is required. Additionally, possess the ability to navigate computer software that supports government affairs operations, and Microsoft office products.

Demonstrated commitment to AFWA staff values including a collaborative and inclusive workplace.

Experience working for a state, federal, territorial, or provincial fish and wildlife agency or a demonstrated understanding of the role of state fish and wildlife agencies preferred.

Experience working in or with Congressional offices in Washington, DC is preferred.

Ability to travel 10- 15% of the time.

Starting Salary

\$75,0000/yr.

Application Process

Interested and qualified candidates should respond to the screening questionnaire and upload their resume, cover letter and three references to at: [APPLICATION: Wildlife Resource Policy Program Manager – Fill out form](#)

Questions about the position can be directed to:

Corey Scott

Director of Government Affairs

cscott@fishwildlife.org

Application Deadline

Friday, May 22, 2026

Equal Opportunity

The Association provides equal opportunity in all our employment practices. The Association makes employment decisions based on merit, qualifications, abilities, and business needs, without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age,



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disability, marital status, military status or any other category protected by applicable federal, state and local laws.