



**Wildlife Justice  
Commission**

## **Wildlife Justice Commission**

*Law enforcement and legal experts fighting transnational organized wildlife crime.*

**The Wildlife Justice Commission is a young, innovative, mission-driven organization, leveraging the rule of law and the power of investigation to stop the extinction of our planet's wildlife. Our mission is to disrupt and help dismantle the criminal networks profiting from the trafficking of wildlife, timber, and fish. We do this by gathering evidence and turning it into accountability.**

**The Wildlife Justice Commission has been very successful in its recent start-up years and is growing quickly. To be able to support this worldwide growth, we have a position available for an experienced, enthusiastic, and well-rounded US-based Senior Policy Advisor.**

### **Senior Policy Advisor**

*Full-time – 40 hours per week*

*United States*

#### **Position Overview**

The Wildlife Justice Commission (WJC) Inc. seeks an adept, team-oriented, and hands-on professional to represent the organization with like-minded programmatic and policy partners, US government agencies, and other relevant stakeholders. The Senior Policy Advisor will work closely with the Director of External Relations and Communication, who leads WJC's global policy work, to shape and maximize the impact of the WJC's policy work with US and global stakeholders.

The incumbent will develop an expert-level understanding of the Wildlife Justice Commission's policy priorities and strategic goals, and will identify new opportunities for WJC to generate impact by persuasively influencing decision-makers in government institutions, nonprofits, and international organizations, particularly in the US. Additionally, this position will serve as a thought leader contributing to WJC's global policy strategy and developing recommendations to further the organization's work within the context of current program priorities. The incumbent will draft, revise, and otherwise collaborate to produce external relations materials, serving as a project manager and implementation lead for ongoing external relations activities.

The Senior Policy Advisor will develop and maintain new partnerships for the organization and will work internally to advise the Executive Director and the Director of External Relations and Communication on opportunities to advance WJC's mission with innovative policy recommendations and strategic partnerships. This is a unique role that exists at the intersection of policy and advocacy and the incumbent will be an important representative of the organization and responsible for written and thoroughly researched contributions to WJC's strategic external relations portfolio. Strong candidates for this position will have excellent analytical, planning, and communication skills and experience in formulating written policy recommendations, as well as balancing emerging and proactive opportunities for engagement, and will be comfortable coordinating and collaborating with colleagues across reporting structures to further organizational goals.

#### *Tasks and Responsibilities*

The Senior Policy Advisor's responsibilities will include, in coordination with the Director of External Relations and Communication:





- Engaging in stakeholder mapping and identifying opportunities for the development of external relations contacts and projects.
- Supporting the Executive Director and the Director of External Relations and Communication in pursuing key strategic relationships that successfully leverage WJC's goals.
- Building and maintaining relationships with key stakeholders, including contacts from like-minded organizations, US government officials, and international country representatives.
- Representing WJC in meetings and events and making presentations – including travel and presence at international fora.
- Conducting and presenting research and analysis to support policy efforts, including monitoring international and domestic legal developments, and formulating policy recommendations.
- Lead coordination and project management of external relations activities in the United States and support external relations activities globally.
- Working with the Executive Director and Director of External Relations and Communication to develop and plan the implementation of impact strategies for new policy priorities or report launches and to implement existing external relations strategies.
- Working with external relations and other teams to adapt investigative findings for external relations purposes.
- Responsibility for organizing events, e.g., webinars, side-events at multilateral fora.
- Leading creation of executive briefing materials, e.g., briefing memos, presentations, talking points, speeches, etc.
- Coordinating mission-related events and networking opportunities.
- Liaising with partners and other relevant organizations and institutions to understand the impact of WJC's external relations work and input to WJC's strategic planning.

### **Key Qualifications**

Candidates for this position must take a proactive approach to their work and to exploring innovative opportunities for collaboration.

- Bachelor's degree; master's degree preferred.
- A combination of at least eight years of senior experience in external relations, government affairs, nonprofit advocacy, international relations, environmental policy, or a combination of the above.
- Strong understanding of and familiarity with policy-making at US and international levels.
- Demonstrated success developing and maintaining contacts in like-minded organizations and USG agencies.
- Familiarity with wildlife and other forms of transnational organized crime, corruption and/or money laundering preferred.
- Understanding of and experience with diplomacy and international advocacy.
- Excellent emotional intelligence and strong people skills.
- Superb written and oral communication.
- Experience serving as the public-facing representative for an international organization, including strong public speaking and presentation skills.





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- Strong problem-solving skills and the capacity to work constructively in a fast-paced environment.
- Attention to detail.
- Meticulous approach to project management and excellent organizational skills.
- Independently motivated self-starter with confidence collaborating respectfully and productively with international teams.

#### **We offer**

- The Wildlife Justice Commission is prepared to offer a very attractive compensation package, including a base salary between \$110,000-\$140,000 as well as health, 401(k), and paid leave benefits.
- Candidates may initially work remotely, but should be within commuting distance of Washington, DC.
- An international environment working in English.
- Competitive employment conditions.
- A chance to make a difference!

#### **Looking to make a difference for wildlife?**

Please email your CV and cover letter in English by email only to [careers@wildlifejustice.org](mailto:careers@wildlifejustice.org). Resumes without cover letters will not be considered. Should you have any questions about this position, please email us at this address. Please indicate *Senior Policy Advisor* in the email subject line.

To support our objectives, the Wildlife Justice Commission employs staff of many nationalities, cultures, languages, and opinions. This international and diverse character is one of the core values of the organization, and we, therefore, seek to sustain and strengthen this diversity, and to ensure equal opportunities as well as an inclusive working environment for our entire workforce.

#### **Applications will be processed on a rolling basis**

*Please note that only short-listed candidates will be contacted.*

