**Policy Analyst**

**Western Energy Project**

The Western Energy Project (WEP) works to protect our treasured landscapes in the American West by ensuring that any development of oil and gas from our federal public lands is done in a responsible manner. We support the preservation of ecologically and culturally important areas, the adoption of common-sense protections for our water, air, land, and wildlife, and the safeguarding of opportunities for Americans to enjoy our public lands. WEP is a project of Resources Legacy Fund (RLF). Since its founding in 2000, RLF has embodied an innovation in conservation philanthropy as a donor-driven enterprise focused on lasting results.

The Policy Analyst provides legal and policy research and writing in support of WEP campaigns, and advises WEP staff on relevant legal and policy issues. The Policy Analyst is a full-time, exempt position and reports to the WEP Deputy Director. This position is based in Boise, Idaho, but consideration would be given to Denver, Colorado for highly-qualified candidates. Some travel required. Duties include:

* Performing legal and policy research and writing for WEP staff and in support of WEP campaigns.
* Analyzing agency proposals, plans, and projects.
* Advising WEP staff on legal and policy issues related to WEP campaigns and regularly assisting with important decision-making processes related to WEP campaigns.
* Participating in meetings with WEP partner groups, grantees, and contractors.
* Assisting WEP partner groups, grantees, and contractors with preparing reports, analysis of priority oil/gas issues, comments, rapid response, and other documents.
* Representing WEP at meetings with partners and oversight entities.
* Performing other duties in support of WEP campaigns, as directed by the WEP Executive Director and Deputy Director.
* Preparing maps and conducting GIS analyses.
* Regularly exercise good, independent judgment and discretion in matters of significance as they relate to WEP campaigns.

**Qualifications:**

* Policy background and related experience in public lands and natural resources fields.
* Familiarity with legal regime applicable to public lands oil and gas issues.
* Outstanding writing, editing, proofreading, and verbal and written communications skills and proven ability to effectively organize and manage multiple responsibilities.
* Ability to work effectively and in collaboration with diverse partners.
* Ability to interact and perform in a fast-paced, team-oriented environment.
* Innovative and solutions oriented – demonstrated resourcefulness, optimism, and flexibility in approach to project assignments.
* Strong computer skills, including Microsoft Office (Word, Excel, PowerPoint) and working knowledge of web-based tools and platforms.
* Ability to utilize GIS mapping/analytical tools.
* Familiarity with WEP and its efforts to protect public lands is desired, but not mandatory.
* Highly organized and detail-oriented.
* Intellectual curiosity and sense of humor.

**Procedure for Candidacy**

WEP is a project of Resources Legacy Fund (RLF). Resources Legacy Fund (RLF) works with philanthropists to conserve land, water, and ocean resources while advancing healthy communities and social equity. We engage economically and ethnically diverse communities as we foster new funding and better policies for environmental protection and climate change adaptation.

RLF is an equal opportunity employer and welcomes applications from all qualified candidates regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

Interested individuals should send a cover letter, resume, and references to the following individuals **no later than January 31, 2020**.

* Ti Hays, Deputy Director, [ti@westernenergyproject.org](mailto:ti@westernenergyproject.org); and
* Emerald McCormick, WEP Operations Manager, [emerald@westernenergyproject.org](mailto:emerald@westernenergyproject.org)