

Job Title: Policy Analyst
Location: Albany, NY
Reports To: Director of Public Policy
Classification: Full-time, Hourly
Salary: \$61,000-\$66,000

About the New York Farm Bureau:

New York Farm Bureau is the state's leading agricultural advocacy organization, representing thousands of member farms across the state. We work to support and protect the business, environment, and community interests of our members through grassroots engagement, policy development, and strategic advocacy.

Position Summary:

The Policy Analyst represents the New York Farm Bureau at a high level before federal or state legislative and executive branches to accomplish member goals and advance the industry by performing the following duties.

Key Responsibilities:

- Responds to member, leader, and/or staff member requests for information on legislative priority issues and answers member questions related to regulatory or statutory issues.
- Lead assigned policy portfolios and serve as a lobbyist before the state or federal legislature and agencies.
- Prepares reports and fact sheets and does research as needed on state and federal legislation and regulatory issues.
- Compiles and analyzes lobby data from staff and board members for New York City, state and federal lobby reporting compliance. This position will work closely with NYFB Administrator to ensure proper compliance and submission of lobby reports.
- Assists in creating and providing lobby reporting training and create new ways to streamline internal collection of lobby reporting data.
- Writes and tracks bill memorandums and newly introduced federal or state legislation.
- Establishes and maintains working relationships with federal or state agency representatives and staff.
- Presents organizational positions consistent with policy.
- Contribute to policy-related communications including newsletters, policy briefs, and digital content.
- Visit members at their businesses across New York to learn about their issues to inform lobbying efforts.
- Participate in member education efforts on key policy topics, including at regional meetings and events.
- Assist with advisory commodity member committees and task forces on policy development and implementation to meet member needs.

Qualifications:

- Bachelor's degree (B. A.) from four-year college or university; advanced degree preferred.
- Minimum three years of experience in government affairs, legislative work, or regulatory advocacy. Preferred additional experience in policy impacting agriculture.

- Strong knowledge of state and/or federal government and legislative processes.
- Excellent interpersonal, written, and verbal communication skills.
- Proven ability to build coalitions, negotiate, and navigate complex political environments.
- No or limited lobbying ban highly preferred.
- Knowledge of state or federal lobby reporting a plus.

Work Environment:

- Travel and occasional overnights required across New York State, in Washington, D.C and to national conferences.
- Occasional evening and weekend work, especially during legislative session.
- During introductory period, the employee is required to be in office 5 days a week.
- After successful completion of introductory period, hybrid remote/office work possible, with a **minimum** of three days a week in the Albany office including Fridays.
- Must be located within one hour driving distance of Albany.

Other Qualifications:

- While performing the duties of this job the employee is frequently required to sit, use hands and talk or hear. The employee is occasionally required to stand and walk.
- Employee must have a valid Driver's License.