

Senior Policy Manager

Position Description

Applications due by November 30, 2022.

Preferred start date January 9, 2023.

Please visit espadvisor.com/careers to apply.

SUMMARY

[ESP Advisors](https://espadvisor.com) is a bipartisan policy and communications firm with a mission to elevate ocean priorities. We are growing quickly and are seeking to add a Senior Policy Manager to our team in order to support our clients' ocean and environmental policy priorities. This is a full time, mostly remote position, though location in or near the Washington, DC area is required for in-person meetings and events.

The Senior Policy Manager will report to the Chief Operating Officer and will engage directly with clients and support advocacy on policy priorities as well as research, analyze, and draft ESP Advisors' client deliverables. This is not an entry-level position.

WHO WE ARE

We are a team of bipartisan policy veterans, public affairs professionals, and subject-matter experts. Driven by our deep understanding of the environment, science, and policy, and by our mission to elevate ocean priorities to elected officials and their constituents, we provide sophisticated government and public affairs services to the ocean and environmental community. Our past and current clients include ocean technology and food companies, seafood groups, science non-profits, environmental nonprofits, and more.

WHO YOU ARE

A driven individual with an interest in environmental, science, and ocean policy who wants to further your career through multi-client consulting and advocacy. You are a confident verbal and written communicator with strong time management and project management skills. You are excited to work at a small, fast-paced, rapidly-growing firm where every team member is encouraged to bring new ideas and recruit new clients. You value professional development and networking opportunities. You are willing to register as a lobbyist.

RESPONSIBILITIES

The Senior Policy Manager will be responsible for managing clients, writing, and project-based work, largely to be completed independently with specific deadlines and periodic check-ins. The position will report to the Chief Operating Officer.

Responsibilities include, but are not limited to:

- Serve as manager and strategic lead for up to five clients
 - Main point of contact for client and responsible for day to day management of client deliverables and delegating projects to team
 - Lead meetings, create agendas, and track action items
 - Keep client folder and shared documents organized and up to date
 - Lead clients' legislative strategy creation and execution with support of the client team
- Assist with other ESP clients as a member of the client team
- Meet with Congressional and federal agency staff, virtually and in person
- Track and analyze relevant legislation and ocean, environmental, and climate policy and news
- Draft public-facing written materials explaining and analyzing ocean science/policy
- Produce analytical reports on Congressional legislation and executive actions
- Monitor, track, and summarize Congressional hearings and other relevant events for clients
- Create client deliverables using ESP Advisors grammar and branding guidelines

BASIC QUALIFICATIONS

- Strong project manager with ability to work and delegate effectively in a fast paced environment
- Bachelor's degree with minimum 5 years work experience (or equivalent further education)
- 2+ years experience working as a Congressional staffer or directly with Congress in a similar capacity
- Comfortable working across party lines and with clients on both sides of the political spectrum
- Detail-oriented and skillful writer, especially for fact-based, nonpartisan policy analysis
- Able to keep an independent work schedule, take initiative, and tackle complex problems
- Effective organization and communication skills
- Confidence to raise concerns/issues as they arise
- Proficient in Google Workspace and Zoom
- Willing to register as a lobbyist
- Located in the Washington, D.C. area

PREFERRED QUALIFICATIONS

- Strong network in the DC policy space
- Strong network on Capitol Hill
- Background in environmental, science, and/or ocean policy
- Advanced degree in environmental science, ocean science, or a related field

COMPENSATION

- \$80,000-100,000/year base
- Generous commission with bringing in new business
- Annual performance-based bonuses

BENEFITS

- Unlimited vacation/PTO (within reason)
- Work from home with periodic in person meetings required in Washington, DC
- Health care, dental, vision, and retirement benefits

REQUIRED DOCUMENTS

- Resume
- Cover letter
- Two recent writing samples (preferably policy related, two pages or less each)

Our company is an equal opportunity employer. People of color, women, members of the LGBTQ+ community, and other traditionally underrepresented communities are warmly encouraged to apply.

Please visit espadvisor.com/careers to apply.

Applications due by November 30, 2022.

Preferred start date January 9, 2023.