

Policy Manager

Position Description

SUMMARY

[ESP Advisors](#) is a bipartisan policy and communications firm. We are seeking a Policy Manager to support the firm's ocean and environmental policy outreach and impact on behalf of our clients. This is a full time, mostly remote position, though location in the Washington, DC area is preferred for occasional in person meetings.

The Policy Manager will report to the Policy Director 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

ESP Advisors and our team of bipartisan, bicameral policy experts work hand in glove with clients to grow their influence in Washington, D.C. Our legislative experience, trusted relationships with policymakers, and networks with diverse stakeholders allow us to deliver exemplary results. We are driven by our deep understanding of the environment, science, and policy, and our mission to help organizations make meaningful changes to policy and public opinion. Our past and current clients include ocean technology companies, seafood groups, science nonprofits, 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 by gaining experience in multi-client consulting and advocacy. You are a confident verbal and written communicator with strong time management and project management skills. You are comfortable working for a small, fast-paced, rapidly-growing firm, and want to help ESP Advisors and our clients make an impact. You value professional development and networking opportunities. You are willing to register as a lobbyist.

RESPONSIBILITIES

The 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 Policy Director. Responsibilities include, but are not limited to:

- Serve as manager 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
- Assist with other ESP clients as a member of the client team
- Meet with Congressional and federal agency staff, virtual and in person

- Track and analyze relevant legislation and ocean, environmental, and climate policy and news
- Help draft ESP Advisors' Weekly Ocean Policy Newsletter including relevant news, upcoming Congressional activities, and regulatory tracking
- 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 in fast paced environment
- Bachelor's degree with minimum 5 years of experience (or equivalent further education)
 - Minimum 1 year experience on ocean, water, or environment policy working on the Hill, for an Agency, or with an NGO and strong knowledge of legislative process
- 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 and confidence to raise concerns/issues as they arise
- Proficient in Google Workspace
- Willing to register as a lobbyist
- Located in the Washington, DC area

PREFERRED QUALIFICATIONS

- 1+ years experience working in or directly with Congress
- Strong network in the field
- Background in environmental, science, and/or ocean policy

COMPENSATION

- \$55,000-75,000/year
- 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 March 18, 2022.