

Director, Policy

Position Description

SUMMARY

[ESP Advisors](#) is a bipartisan policy and communications firm with a mission to elevate ocean priorities. We are growing quickly and are seeking to add a Director 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 Director will report to the Chief Operating Officer and will manage a small team in addition to engaging directly with clients, supporting advocacy on policy priorities, and researching, analyzing, and drafting 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 experience 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 excellent 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 have experience managing a team. You value professional development and networking opportunities. You are willing to register as a lobbyist.

RESPONSIBILITIES

The Director will be responsible for overseeing all client-wide policy work, managing clients, writing, and project-based work, largely to be completed independently with specific deadlines and periodic check-ins.

Responsibilities include, but are not limited to:

- **Oversee all client-specific and client-wide policy work, including:**
 - Coverage of congressional hearings and briefings
 - Tracking and analyzing relevant legislation, executive actions, and ocean, environmental, and climate policy and news
 - Provide strategic oversight of all policy-related client matters
 - Develop and/or approve comprehensive policy and government relations strategies and major deliverables for all clients
 - Manage Senior Manager(s), Manager(s), and outside consultants, as appropriate
- **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
- Meet with Congressional and federal agency staff, virtually and in person
- Maintain and grow a strong network of individuals in key positions in government and third party organizations
- Help grow the firm by assisting with or leading on prospecting, proposals, pitches, and onboarding new policy-focused clients
- Provide over-the-horizon strategic support as ESP Advisors positions the firm and its clients for success in future political and economic climates
- Draft public-facing written materials using ESP Advisors grammar and branding guidelines
- Support on client-wide communications work including contributing to ESP Advisors' Weekly Policy Newsletter, writing blogs and op eds, and drafting social media posts

BASIC QUALIFICATIONS

- 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
- Background in environmental, science, and/or ocean policy
- Strong network in the DC policy space, including on Capitol Hill
- Excellent project management skills
- Excellent writing skills, especially for fact-based, nonpartisan policy analysis
- Ability to work and delegate effectively in a fast paced environment

- Ability to work across party lines and with clients on both sides of the political spectrum
- Ability 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
- Proficiency with Google Workspace and Zoom
- Willingness to register as a lobbyist
- Willingness to bring in new clients (commission provided)
- Ability to attend multiple in-person meetings each month in the Washington, D.C. area

PREFERRED QUALIFICATIONS

- Advanced degree in environmental science, ocean science, or a related field
- Located in the Washington, D.C. area

COMPENSATION

- \$90,000-105,000/year base
- Generous commission with bringing in new business
- Annual performance-based bonuses

BENEFITS

- Unlimited vacation/PTO (within reason - minimum three weeks per year)
- 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.