

ESP Advisors Position: Policy Director

Job Description

The Policy Director is responsible for ensuring success for all ESP Advisors clients. They oversee all client-wide policy work, including firmwide tracking of ocean-related legislation, hearings, and briefings. The Policy Director also directly manages up to five ESP Advisors clients, serving as the liaison between clients and the federal government. A successful Policy Director will be a confident verbal and written communicator with excellent time management and project management skills and attention to detail. They will be 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.

This is a full time, mostly remote position, though location in or near the Washington, DC area is preferred for in-person meetings and events.

Job Responsibilities

- **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 policy-related client matters
 - Develop and/or approve comprehensive policy and government relations strategies and major deliverables for all clients
- **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

Requirements

- Bachelor's degree with minimum 10 years work experience (or equivalent further education)
- 5+ 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, DC area

Reporting

The Policy Director reports to the Chief Operating Officer.

Compensation

- \$100,000-120,000/year base
- 10-15% commission with bringing in new business
- Annual bonus based on personal and firm performance

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

Please visit espadvisor.com/careers to apply.