

ESP Advisors Senior Policy Manager

Position Type: Full-time W2 Employee

Compensation: \$90-120k annual salary plus benefits

About ESP Advisors

ESP Advisors is a mission-driven government affairs and policy strategy consulting firm focused on ocean, environmental, and science-based issues. We help organizations make sense of—and influence—federal decision-making by translating complex policies into actionable strategies. Our team brings deep experience in Congress, federal agencies, and advocacy, and we pride ourselves on being responsive, thoughtful, and effective. We serve clients ranging from nonprofits to coalitions to companies who want to meaningfully engage in Washington, D.C. policymaking.

Position Description

The Senior Policy Manager is responsible for ensuring success for a portfolio of ESP Advisors clients. They oversee all aspects of client work including communication with the client, meeting facilitation, project management, and file organization and serve as the main lobbyist for their clients, acting as the liaison between clients and the federal government. A successful Senior Policy Manager will be a confident verbal and written communicator with excellent time management and project management skills and attention to detail.

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.

Key Responsibilities

- Manage a client portfolio
 - Serve as the main point of contact for clients
 - Project manage all client deliverables and keep Monday.com up to date
 - Keep client folders and shared documents organized and up to date
 - Lead meetings, create agendas, and track action items
 - Track relevant policy news and flag for clients as appropriate
 - Support development of client lobbying strategies with guidance from the CEO; lead on executing strategies
 - Proactively flag issues or lack of clarity for discussion with CEO
 - Communicate client priorities to congressional and federal agency staff through virtual and in-person meetings
- Support ESP client-wide policy products and services

- Track legislation and committee activity across portfolios
 - Research and analyze legislation, regulations, and other and policy documents
 - Watch and summarize congressional hearings and briefings
- Support ESP comms and marketing by drafting blog posts, developing and giving presentations, etc.

Required Qualifications

- Minimum 4 years experience working in environmental/science advocacy or lobbying
- Strong network on Capitol Hill and in relevant federal agencies
- Understanding of the legislative process
- Strong project management skills
- Outstanding communication skills, both verbal and written
- Outstanding people skills
- Ability to skillfully write fact-based, nonpartisan policy analysis
- Ability to work across party lines and with clients on both sides of the political spectrum
- Registered as a lobbyist or willing to do so
- Proficiency in Google Workspace, Microsoft Excel, and Zoom

Reporting

The Senior Policy Manager reports to the Chief Operating Officer.

Compensation

- Salary range: \$90-120k annually, commensurate with experience
- Bonuses based on firm and individual performance
- Commission upon bringing in new business

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.