

ESP Advisors Senior Policy Manager

Position Type: Full-time W2 Employee

Compensation: \$100-130k base annual salary plus biannual bonuses, commission, and full 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 owning and delivering results for a portfolio of ESP Advisors clients. This role serves as the primary point of contact for clients and is accountable for translating complex federal policy developments into clear, actionable strategies. Senior Policy Managers lead all aspects of client engagement, including relationship management, meeting facilitation, project management, and execution of lobbying and advocacy strategies. They serve as the main liaison between clients and federal decision-makers, representing client priorities in interactions with congressional offices and federal agencies.

Senior Policy Managers work closely with firm leadership to shape client strategy while taking primary responsibility for execution, day-to-day client success, and overall account management.

This role requires a combination of Capitol Hill experience, external advocacy or lobbying experience, and strong client management skills. Successful candidates are proactive, highly organized, and confident communicators who can operate independently while exercising sound judgment and escalating strategic decisions as needed.

Location and Travel Requirements

This role is based in Washington, DC, and requires regular in-person engagement with congressional offices, federal agencies, and clients. While ESP Advisors operates as a primarily remote team, candidates must be able to travel to Washington, DC on short

notice as needed for meetings, events, and client needs. Candidates may be based outside the DC area, but are responsible for their own travel and lodging arrangements.

Key Responsibilities

- **Own and manage a portfolio of client accounts**, ensuring high-quality delivery, strong relationships, and overall client satisfaction
- **Serve as the primary point of contact for clients**, leading communication, meetings, and day-to-day engagement
- **Lead execution of lobbying and advocacy strategies**, including direct engagement with congressional offices and federal agencies
- **Translate federal policy developments into clear, actionable guidance** aligned with client priorities
- Lead client meetings, including setting agendas, facilitating discussions, and tracking follow-up actions
- Manage client deliverables and timelines, including coordinating and delegating to others on the team, ensuring work is completed accurately, on schedule, and to a high standard
- Monitor, analyze, and synthesize legislation, regulatory activity, and congressional developments; proactively flag key insights for clients
- Contribute to and project manage firm-wide initiatives, including policy products, business development, and marketing efforts

Required Qualifications

This role requires both Capitol Hill experience and external lobbying/advocacy experience.

- At least 1 year of experience working on Capitol Hill (congressional office or committee staff), with a strong understanding of legislative process, timelines, and decision-making dynamics
- At least 3 years of experience in lobbying, government/legislative affairs, or advocacy roles, including direct engagement with congressional offices and/or federal agencies
- Demonstrated ability to manage client relationships and serve as a primary point of contact, including leading meetings and translating policy developments into actionable guidance
- Strong network of relationships on Capitol Hill and/or within relevant federal agencies
- Proven ability to develop and execute advocacy or lobbying strategies, with appropriate senior-level guidance

- Excellent project management skills, including the ability to manage multiple clients, priorities, and deadlines simultaneously and delegate to get projects accomplished
- Outstanding written and verbal communication skills, including the ability to produce clear, concise, and nonpartisan policy analysis
- Ability to work effectively across party lines and with clients representing a range of perspectives
- Strong attention to detail and organizational skills
- Registered as a federal lobbyist or willing to register upon hire
- Proficiency in Google Workspace, Microsoft Excel, and Zoom

Reporting

The Senior Policy Manager reports to the Chief Operating Officer.

Compensation

- Salary range: \$100-130k annually, commensurate with experience
- Biannual bonuses based on firm and individual performance
- Additional compensation available through business development and client growth

Benefits

- Unlimited vacation/PTO (within reason - minimum three weeks per year)
 - Note: ESP Advisors is closed for an average of 18 days per year, including federal holidays and at least a week between Christmas and New Years Day
- Work from home with periodic in person meetings required in Washington, DC
- Health care, dental, vision, and retirement benefits

Please visit [espadvisor.com/careers](https://www.espadvisor.com/careers) to apply.