

**Operations and Client Engagement Associate**  
The Feighan Team – Washington, DC

**ABOUT US:** The Feighan Team is an advocacy and consulting firm committed to providing mission-driven community development organizations and social enterprises with the strategic advice, insights, and tools needed to implement successful advocacy campaigns. We work to make sure our clients have a seat at the table and a voice that is heard and considered in Washington. As a firm, we are committed to demystifying the legislative process and empowering our clients by showing them when and how they can effectively impact the debate. We work to establish our clients as the trusted advocates who Members of Congress, state legislators, and other policymakers can turn to for information and on-the-ground insights.

**ABOUT THE POSITION:** The Feighan Team is now accepting applications for an Operations and Client Engagement Associate. This position will lead critical administrative and operations workstreams, such as maintaining internal organizational systems, managing client contracts and invoices, troubleshooting IT issues, and developing employee resource materials. Ideal candidates are independent and highly resourceful, well organized, and demonstrate strong attention to detail. The candidate should also possess excellent writing skills and be comfortable working closely with a small team.

**(85%) Admin & Operational Support**

- Compile daily news alerts
- Prepare state and federal lobbying reports accurately and according to deadlines
- Manage client contract renewals, invoices, and accounts receivable
- Manage vendor subscriptions
- Assist employees with troubleshooting IT issues
- Maintain internal file and contact management systems
- Update firm and client websites as needed
- Facilitate employee reviews
- Identify learning and development resources for the team, such as trainings

**(15%) Client & Advocacy Support**

- Circulate meeting reminders to clients
- Assist with taking minutes for client meetings
- Assist with data collection and data management for client campaigns

**Qualifications:**

- Proactive, natural self-starter
- Strong organizational skills and attention to detail
- Ability to communicate clearly and professionally, in writing and verbally
- Proficiency in Microsoft Office and Google products
- Interest in the work of Feighan Team clients

Salary range \$45,000-\$50,000, plus benefits. This position is fully remote.

A brief, professional writing test will be administered as part of the hiring process.

To apply, please submit your resume and cover letter to [\*\*info@feighan.org\*\*](mailto:info@feighan.org). Applications will be accepted until **April 16, 2021**. In your cover letter, please provide an example of a time that you took initiative to solve a complex problem.