

Manager/Director of Policy and Advocacy

The Feighan Team – Washington, DC

ABOUT US: The Feighan Team is a government affairs 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 ensure that our clients have a seat at the table and a voice that is heard and respected 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 trusted advocates who Members of Congress, state legislators, regulators, and other policy officials can turn to for information and on-the-ground insights.

ABOUT THE POSITION: The Feighan Team is seeking an entrepreneurial, self-directed, and mission-driven Manager or Director of Policy and Advocacy (title dependent on experience). The Manager/Director of Policy and Advocacy will serve as deputy to the founder and President, managing the team and leading client advocacy campaigns. This individual will lead lobbying strategy formulation and execution of federal and state legislative and regulatory campaigns related to small business access to capital and consumer protections. Ideal candidates possess experience working on or lobbying Capitol Hill and/or state legislatures, knowledge of the legislative and regulatory process, impeccable written and verbal communication skills, demonstrated ability to cultivate and maintain strong relationships with a variety of stakeholders, and a strong work ethic. This individual must be comfortable working closely with a small team that appreciates the importance of mentorship (team includes the President, two additional full-time staff members, and seasonal interns) as well as with diverse client and stakeholder groups. Business development experience and data analysis skills are desirable.

(80%) Manage Client Advocacy Campaigns and Coalitions

- Lead federal and state legislative and regulatory campaigns related to small business access to capital and consumer protections
- Manage and cultivate trusted relationships with policymakers and their staff, stakeholders, and client organizations
- Lead committees of leaders within client coalitions to develop and achieve goals
- Maintain strict confidentiality of sensitive and/or proprietary information
- Facilitate decision-making discussions and negotiations between clients and stakeholders
- Draft and analyze legislative and regulatory language; develop legislative markups in coordination with clients
- Monitor for relevant legislative, regulatory, or programmatic developments of interest to clients and ongoing campaigns, in coordination with other staff
- Draft advocacy materials including geographically-based economic impact estimates
- Develop presentations for clients and external audiences including data visualizations

(20%) Internal Management

- Supervise and provide professional development support to internal staff, in coordination with President
- Identify internal personnel needs and assist with new employee and intern recruitment
- Provide guidance to staff regarding qualitative and quantitative data collection and analysis
- Maintain up-to-date federal and state lobbying registration and activities reports
- Assist President with business development initiatives

Qualifications:

- Minimum 3+ years of experience on the Hill or in government affairs required
- Interest in and commitment to the success of Feighan Team clients (with an emphasis on our clients that support small businesses)
- Strong knowledge of legislative and regulatory processes
- Entrepreneurial and proactive self-starter who constantly seeks opportunities to improve and grow the team's work
- Leadership experience strongly preferred (i.e. internal team leadership and/or external leadership of clients or stakeholders)
- Knowledge of quantitative and qualitative analysis methods, including survey development and data visualization
- Strong organizational skills and attention to detail
- Ability to communicate clearly and professionally, in writing and verbally, with diverse audiences
- Proficiency in Microsoft Office and Google products
- Bachelor's degree required
- Business development experience or interest a plus

Salary range, dependent on experience: \$80,000-100,000

Benefits include \$6,000 annual contribution towards health and dental insurance, 401(k), cell phone service coverage, and generous PTO.

Position is temporarily remote. Candidate must be based in the Washington, DC area.

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

To apply, please submit your resume and cover letter to info@feighan.org. Applications will be accepted until **January 21, 2022**. In your cover letter, please describe your qualifications and experience and/or interest in policy issues related to small business access to capital.