



**Title:** Associate, Tax and Financial Services

**Location:** Washington, DC

**Education:** Bachelor's Degree

**Classification:** Full Time

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Venn Strategies is a fast-paced, nationally recognized full-service government and public affairs firm based in Washington, DC. Our track record of success is a function of our broad array of working relationships, our strategic expertise and our impeccable bipartisan reputation across the policy and political spectrum.

We offer our clients a wide range of deliverables focused on advocacy, issue management, coalition management, grassroots engagement, alliance development and strategic advisory services. Specializing in matters of health care, tax, economic policy, financial services, trade and critical infrastructure, our firm strikes a critical balance providing the depth and breadth of a major political powerhouse, combined with the personal attention and engagement that only a principal-driven boutique can offer.

Venn is seeking an Associate for the tax and financial services practice. The ideal candidate will:

- Possess 1-3 years of relevant professional experience to support the tax and financial services practice.
- Be enthusiastic, hard-working, detail-oriented and capable of multi-tasking in a fast-paced environment.
- Hold strong project management skills, excellent research and communications (written and oral) abilities.
- Demonstrate basic knowledge of congressional and regulatory processes and major policy initiatives in Congress and the Executive Branch.
- Be digitally savvy and able to track political processes and news in real-time for client and team projects. Must be proficient in Microsoft Excel, Word, PowerPoint and Outlook.
- Uphold a professional image with external and internal business contacts.
- Work ethically and with integrity, including maintaining client and firm confidentiality.
- Maintain the highest level of discretion with confidential and sensitive information.
- Possess effective problem-solving skills to resolve routine client questions.
- Be sensitive to instruction with a strong adherence to deadlines and ability to ask questions for clarity early and often as necessary.
- Hold excellent organizational skills to prioritize and complete work efficiently.
- Demonstrate flexibility with potential shifts in tasks, projects, and time.
- Have a team and client oriented attitude with a strong and proactive work ethic; willing to offer assistance to the team and firm whenever possible.



As an Associate, the candidate will offer research and analysis on client priorities.

- Support client teams with complex projects and tasks as well as administrative aspects of client meeting preparation such as document production, scheduling, note-taking, etc.
- Track political and policy environment impacting client issues in real-time (including monitoring Twitter/social media) for regular team and client information-sharing.
- When requested, produce memos summarizing policy and political issues for clients.
- Cover hearings, briefings and produce coverage memos relevant to client priorities.
- Track client team process and progress for regular team reporting.
- Support client grassroots type efforts including local in-district and DC client lobby days.
- Establish, maintain and update files, databases, records and/or other documents.
- Operate standard office equipment and use the required software applications.
- Perform other duties and responsibilities as assigned.

**How to Apply:**

Send cover letter and resume to [job@vennstrategies.com](mailto:job@vennstrategies.com). Please put "Associate Tax and Financial Services" in the subject line.

**EEOC Statement**

Venn's employment practices are in accordance with the laws that prohibit discrimination against qualified individuals based on race, religion, color, gender, age, national origin, physical or mental disability, genetic information, veteran's status, marital status, gender identity and expression, sexual orientation or any other status protected by applicable law. Venn is an equal opportunity employer. If you require an alternative method of application or screening, please contact Human Resources.