



Title: Associate

Location: Washington, DC

Education: Bachelor's Degree

Classification: Full time

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 a full-time Associate with experience in congressional or executive branch policy initiatives. The ideal candidate will possess strong project management skills with excellent research and communication abilities. We are looking for someone who has a few years of client work experience as this is not an entry level position. Experience can be in health care, critical infrastructure, oversight or tax and financial services is a plus.

Experience:

- Research and advanced writing in a policy area with either regulatory or political emphasis.
- Federal or state agency, congressional or private sector experience in program management, research or special projects.
- Write memos showing policy issues and policy/political process knowledge; internal and client meeting agendas; cogent reports on relevant events and news developments. Document production skills and abilities must be strong.

Responsibilities:

- The ideal candidate will excel in research, cover complex hearings and events with a comprehensive grasp on content to produce clear, well-thought-out and relevant documents.
- Excel in a deadline-driven environment with a can-do attitude; ability and wherewithal to communicate challenges in advance of deadlines with the foresight to come up with alternatives and/or challenge solutions.
- Take clear notes which reflect critical information while in client and team meetings.
- Track and alert real-time bills, hearings, mark-ups and news.
- Assist with scheduling meetings for clients, team members, congressional and administration staff.
- Speak knowledgeably on policy and political topics related to the subject in question.
- Proactively manage work process and seek out inputs for client projects using



- Meetings
- Trackers
- regular reports
- political mapping
- Support lobby day or hill briefing with scheduling, outreach and other logistics.

Required:

- Strong time-management, judgment and written and verbal communication skills.
- Experience providing accurate, timely and on-point research.
- Demonstrated ability to provide effective organizational, project and process support.
- Strong desire to learn relevant issues within a specific policy scope through inquiry and subject matter research (independently and assigned) all with an attentive approach to assignments.
- Proficient in PowerPoint and Office 360.
- Bachelor's Degree in political science or related field.

EEOC Statement

Venn's employment practices are in accordance with the laws that prohibit discrimination against qualified individuals on the basis of 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.

Salary and benefits commensurate with experience. Send cover letter and resume to job@vennstrategies.com. Please put "Associate" in the subject line.