



JOB DESCRIPTION

Senior Associate

Townsend Public Affairs (TPA) is a state and federal legislative advocacy and grant-writing firm that provides lobbying and grant funding services to public agencies and nonprofit organizations throughout California, and is now seeking to hire a Senior Associate to be located in its State Capitol Office in Sacramento, California.

For over two decades, TPA has ranked among the largest and most successful advocacy firms registered with the State of California, based upon revenues reported to the California Secretary of State. (The firm ranked seventh among 486 firms...98th percentile...registered for the 2019-20 legislative session.)

TPA specializes in the development and execution of strategic lobbying and funding services for a select clientele of local public agencies and special districts, including but not limited to: municipalities, counties, community college and K-12 school districts, water agencies, sanitation districts, transportation authorities, recreation and park districts, and fire protection districts. The firm also serves several non-profit organizations, including museums, science centers, at-risk youth programs, environmental preservation societies, and other facilities that protect and support community, cultural, and historical resources.

The TPA Senior Associate position will be responsible for the management and delivery of advocacy services that are tailored for the specific needs of their client portfolio, either directly or in conjunction with the senior leadership of the firm. This includes daily attention to both short and long-term client initiatives, along with the development and execution of strategies to address those priorities, including the identification of new opportunities. A Senior Associate is also expected to develop specific areas of policy expertise that will be shared and leveraged firm-wide for the benefit of other client managers as well as business development.

POSITION DUTIES AND RESPONSIBILITIES

- Manage a large client portfolio that includes a variety of client types;
- Create a robust agenda for clients that includes funding and policy priorities. Client agenda should result in weekly updates to the client on activity;
- Create and implement the state strategy for clients by proactively identifying key opportunities and initiatives;
- Strong ability to communicate to public agency clients how the activity of the State government will impact their day to day operations;
- Leverage key relationships within the Capitol and applicable State agencies to advance client policy and funding agendas;
- Lead client strategy meetings and create the development of advocacy initiatives;
- Draft external and internal communications documents including memoranda, correspondence, and position letters;
- Secure meetings with legislators and or appropriate staff for client advocacy trips throughout the year;
- Track and report on legislative and regulatory activity including providing state updates;

Champions for Better Communities

Last Updated: March 2021

- Monitor state grant programs and administration initiatives;
- Draft grant program funding applications and advocate on behalf of client priority projects;
- Develop strong relationships with key state agency officials that manage state grant programs;
- Attend meetings, hearings, fundraisers/events, city council meetings, board meetings, and/or special committee meetings.
- Understand and effectively communicate the state services that we provide through business development opportunities;
- Interact directly with clients, whether in person, video conference, remotely and in-person;
- Perform other responsibilities as necessary.

POSITION QUALIFICATIONS

- Demonstrated relevant experience with the government of the State of California, whether as staff of a Member, appointee or senior position at a state agency, and/or member of an organization that provides legislative advocacy, public policy, public affairs, and/or related services in a similar field;
- Strong understanding of the State legislative process;
- Strong relationships with Members of the California Legislature, key legislative staff and key committee staff;
- Previous policy experience in one or more key local government issues, including but not limited to: local control, transportation, water and sanitation, natural resources, housing and economic development, elementary and secondary education, cultural and historical resources, and public safety;
- Strong research skills;
- Superior oral and written communication skills;
- Strategic and analytical mindset;
- Able to multi-task and work productively in an extremely fast-paced and unpredictable environment;
- Collaborative spirit, willingness to take direction from multiple client managers remotely and the ability to work independently with minimal supervision.

Please send a resume and writing sample to Amanda Conklin at aconklin@townsendpa.com