

## Director, Client Accounts



**Golden Bridge Strategies (GBS), a rapidly growing strategic advisory and consulting firm, is seeking a Director of Client Accounts to help serve clients in their legislative and executive branch strategic business needs.**

### **JOB DESCRIPTION:**

This position is an independent contributor who works under the direction of the Founder/CEO. The duties of a Director include research, analysis, consultations in specific policy areas, and preparation of reports, presentations before clients and public officials.

### **PRINCIPAL JOB DUTIES:**

- Prepare objective written reports on major policy issues, including legislation, potential ordinances, resolutions and other policy statements for delivery to clients. Provide monthly status reports on GBS activities to all GBS clients.
- Monitor and analyze legislation and executive policies impacting GBS clients. Consult with clients on policy positions. Provide practical solutions and options, including pros and cons of alternatives for client consideration.
- Recommend specific actions to the clients and seek out support or opposition to legislation, measures, or policy.
- Advocate to legislators or other stakeholders to best represent client interests.
- Research and collect data from a wide variety of sources. Review practices and policies in other jurisdictions including existing local, state and federal policies and laws.
- Collaborate with clients, government stakeholders, and other GBS staff. Attend and convene meetings related to assignments.
- Manage caseload and other responsibilities to ensure timely and professional output.
- Contribute to the development of GBS external communications (website, client communications, social media).
- Perform other duties and administrative responsibilities as assigned by the Founder/CEO.

### **MINIMUM QUALIFICATIONS:**

- A minimum of three years of professional work experience in legislative and policy analysis, state, federal or local government administration or project management.
- Experience using public policy techniques. Higher education in public policy, public administration, economics or a closely related field is a plus.
- Demonstrated skills in written and oral communication, including giving oral presentations.
- Knowledge of government departments and operations, including experience in helping clients to engage with government departments.
- Ability to work effectively with state and local governmental agencies and their officials.
- Ability to work independently and as part of a team in a small office.
- Proficiency in Word, Excel, QuickBooks, e-mail and web.
- Ability to provide excellent customer service and be a team player.
- Ability to work independently to produce a large quantity of work at high quality.

**Compensation:** \$60,000-\$75,000 annually depending on experience, medical and 5% 401K match

**Work Location:** Sacramento Office, flexibility to work from home at least part time

**Working Hours:** 40 hours per week, Monday - Friday (Occasional evenings and weekends required)

**HOW TO APPLY:** Email resume and cover letter to [jen@goldenbridgestrategies.com](mailto:jen@goldenbridgestrategies.com)