

CLEARPATH

ClearPath Foundation | 611 Maryland Ave NE | Washington, DC | 20002

Organization: ClearPath Foundation (501(C)(3))

Position Title: Government Relations Associate

Location: Washington, DC

Overview

An entrepreneurial, young, strategic nonprofit, ClearPath (501(c)(3)) was established by Jay Faison in 2014. ClearPath develops and advances conservative policies that accelerate clean energy innovation. ClearPath supports flexible low-carbon power sector energy technologies, including next-generation nuclear, hydropower, carbon capture, advanced renewables, and grid-scale energy storage. To advance that mission, we develop cutting-edge policy proposals and analysis, provide policy maker education, provided mission-aligned philanthropy, and collaborate with academics and private sector partners. ClearPath team members believe in small government, free markets, and American entrepreneurship and those principles form the basis for their advocacy.

ClearPath's sister organization, ClearPath Action, is a C4 non-profit organization that advocates for legislation and policy change in line with our principles.

Job Description

- Participate in meetings with Managing Director & Directors of Government affairs, synthesize notes and facilitate action items and follow up items.
- Track and maintain that all follow up steps and execution from legislative and political meetings is completed.
- Maintain and strategically improve CRM database with meeting notes, contacts, and action items.
- Coordinate directly with the Managing Director and entire Government Affairs on policy priorities.
- Engage, cultivate and maintain relationships on the hill and Administration in coordination with GA team.
- Monitor, analyze, and interpret relevant legislative and policy developments, particularly those reflected in the introduction, mark-up, or passage of legislation.
- Understand and support the development process of the policy agenda.
- Compose formal communications to congressional staff; correspondence, and memos.
- Help with research, writing, and editing.

Capabilities

- Accommodation: Desire to help others
- Flexibility: Willingness to modify an approach and to adapt to changing circumstances
- Idea Orientation: Preference for thinking creatively and generating new ways to solve problems
- Openness: Receptiveness to new or alternative ideas
- Self-structure: Preference for independently determining work methods
- Thoroughness: The tendency to pay attention to detail

Values

- Teamwork: Be fun, fast, collaborative, and supportive- play to win.
- Dedication: Be here because you want to change the world.
- Ownership: Think and act like an owner.
- Adaptability: Be humble and agile.
- Integrity: Believe individual and organizational credibility is everything.

Qualifications

- 2-4 years experience
- At least two years of government relations or energy policy work, preferably on Capitol Hill or within a federal agency.
- Comfort with technology and ability to quickly learn new systems
- Excellent communicator (verbal and written)
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint)
- Proficient with quickly learning / building within new systems, e.g., a CRM
- Ability and willingness to work nontraditional hours based on events
- Bachelor's degree

Compensation & Benefits

- Salary and bonus commensurate with experience
- Health, dental, disability insurance and 401(k)

Please send resumes to Andrea Steiner at steiner@clearpath.org