

# CLEARPATH

ClearPath | 518 C Street NE Suite 300 | Washington, DC | 20002

**Organization:** ClearPath  
**Position Title:** Government Affairs Manager  
**Location:** Washington, DC

## Organization Overview

ClearPath's mission is to develop and advance policies that accelerate breakthrough innovations that reduce emissions in the energy and industrial sectors. To advance that mission, we develop cutting-edge policy and messaging, educate policymakers, and collaborate with academics and industry. Started in 2014 by entrepreneur Jay Faison, ClearPath engages in the direct education of policy makers within the White House, Congress, Executive Agencies, and regulators like the Federal Energy Regulatory Commission (FERC).

ClearPath team members believe in limited government, free markets, and American entrepreneurship. Those principles form the basis for how the team analyzes proposed clean energy and climate policy.

## Job Summary

ClearPath's House Government Affairs Manager will support the House of Representatives outreach and education. The individual will develop and execute strategies to help the team run at the highest operational efficiencies. This person will interact with the broader ClearPath team to support the mission, but directly report to ClearPath's Managing Director of Government Affairs.

- Build and grow direct relationships with select Members of the U.S. House of Representatives and House Congressional staff for the purpose of effectively educating Members and their staff on ClearPath's top policy objectives.
- Coordinate with members of the government affairs and policy teams on strategy for federal policy priorities to accelerate breakthroughs in cutting-edge technologies.
- Help logistically set up and participate in educational events for House Members and generate memos and briefs for the ClearPath team ahead of the events.
- Track and maintain that all follow up steps and execution from meetings are completed.
- Maintain and strategically improve Salesforce CRM database with meeting notes, contacts, and action items ensuring lists are up to date and accurate.
- Monitor and communicate relevant legislative and federal policy developments, particularly the introduction, addition of cosponsors, mark-up, or passage of legislation.
- Track and interpret relevant congressional hearings. Including updating the team with relevant notes, opportunities for questions, and helping to prepare ClearPath witnesses when they are invited to testify.

- Attract and cultivate collaborative relationships with key private sector stakeholders, including possibly representing ClearPath at certain trade associations or coalitions;
- Compose formal communications to congressional staff including correspondence, and memos.
- Assist with the submission of compliance reporting as needed.
- Support team in execution for upcoming events, including compiling guest lists, setting-up, flagging compliance or related ethics items, etc.

### Preferred Qualifications

- 4 or more years of experience in a related field-- government relations, public policy, federal agency, Capitol Hill, clean energy.
- Bachelor's degree or equivalent experience
- Comfort with technology, ability and willingness to quickly learn new systems
- Excellent communicator
- Proficient in Microsoft Office Suite or Google equivalents
- Ability and willingness to work nontraditional hours based on events
- A professional and personal commitment to ClearPath's mission

### Capabilities

- **Process Management** – Take a systematic approach in contributing to making the company's workflow more effective, efficient, and capable of adapting to an ever-changing environment.
- **Information Seeking** – Driven by an underlying curiosity and desire to know more about things, people, or issues.
- **Planning and Priority Setting** – Identify the priorities, processes, and practical actions that are necessary to achieve an objective or an idea.
- **Communicating** – Provide the information required by others in a concise, direct, and unambiguous way.
- **Negotiating** – They identify key bargaining points for all parties and work effectively toward win-win solutions.
- **Organizational Savvy** – Gather and accurately assess information related to the organization's formal and informal communication channels.

### Values

- **Teamwork:** Be fun, fast, collaborative, and supportive.
- **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.
- **Curiosity:** Voracious learner eager to engage with the substantive details of our work.

### Compensation & Benefits

- Competitive salary commensurate with experience
- Annual bonus, historically awarded
- Paid professional development opportunities
- Comprehensive health, dental, vision, life, and disability insurance

- Retirement Benefit offering an employer matching contribution of employee contributions \$1 for \$1 on the first 5% of pay contributed
- No vacation policy - take what you need whenever workflow allows
- Hybrid and flexible work schedules
- Fully stocked office kitchen in newly renovated building on Capitol Hill

**Please send resume and writing sample to Andrea Steiner at [careers@clearpath.org](mailto:careers@clearpath.org)**

*At ClearPath, we value a diverse and inclusive workforce. We believe our team is the key to making an impact and fulfilling our mission. ClearPath is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.*