



# Lobbyist

## Description:

Full Moon Strategies (FMS) seeks a fierce, organized, collaborative team member. The Lobbyist is a self-starter, with keen judgment and welcomes the opportunity to grow and learn.

## Job Duties:

- Interacting with clients and proactively providing timely information of interest. Don't just forward and email—provide context and analysis.
- Ability to draft legislation and amendments
- Tracking legislation for clients utilizing Capitol Track software including working on search and code section terms and creating weekly reports and distributing to clients.
- Testify in committee hearings on behalf of clients.
- Meet with Legislators, the Administration, and staff both with and on behalf of clients.
- Arrange meetings with key policymakers on behalf of clients.
- Work with the team and clients to write and distribute client letters of support or opposition to relevant committees and Administration officials.
- Research projects for clients and provide analysis of issue areas.
- Monitor various legislative committee hearings and prepare hearing notes for FMS team and clients that include analysis and observation—not just verbatim of testimony and comments.
- Will assist in tracking areas of lobbying to ensure proper reporting.
- Will maintain current ethics training and all other requirements of law.
- Review materials in subject matter areas of interest to clients to better understand the broader policy and political implications for clients (Agency dockets, LAO reports).
- Tracks upcoming committee hearings to flag for the team and clients.
- Helps to develop and maintain processes and systems to increase team work collaboration and productivity (e.g., Google drive).
- Monitoring social media of legislators, Administration officials and key stakeholders to understand 'real-time' news of importance to clients
- Reviewing company materials to proof, edit and finalize including but not limited to Request for Proposals, marketing materials for FMS, etc.

**Qualifications:***Minimum Qualifications:*

- Bachelor's Degree
- Excellent written and verbal communication skills
- Dependability

**Salary:**

Position salary: \$80,000-\$100,000 (depending on experience)

Eligible for 401K plan participation after 1 year

Consideration will be given for an annual bonus

Please contact Amy Costa at [amy@fullmoonstrategies.com](mailto:amy@fullmoonstrategies.com) for more information or to apply. To apply, please submit a cover letter, resume and writing sample.