



JOB DESCRIPTION

POSITION TITLE: Government Affairs & Policy Research Associate

REPORTS TO: Director, Todd Strategy Group

Position Summary

This position will help direct the consulting firm's policy and regulatory tracking and analysis efforts related to federal agencies and their Congressional Committees of Jurisdiction and efforts to demonstrate the value and economic impact of our clients' technology and services. The position is responsible for assisting in the creation, development and coordination of policy efforts intended to respond to and affect implementation of Federal law and regulations.

The candidate should be a self-starter who is eager to learn extensively about the worlds of government affairs and health policy in addition to broader policy areas related to financial services, education and telecommunications. Prior policy experience is not a prerequisite, but the ability to show good judgment, strong written and verbal communication skills and willingness to take initiative are. The position will require a candidate work on multiple projects simultaneously and often under tight deadlines.

Essential Job Duties and Responsibilities

- Research and synthesize current legislative and regulatory issues for both internal and external distribution
- Research and develop written or visual products that address ad-hoc health policy inquiries from clients
- Draft prompt and concise summaries of local events, webinars, calls, or meetings virtually and around the DMV, including Congressional hearings, stakeholder events and other public meetings based on client interests
- Assist in the development of federal relations advocacy products and tools using software including but not limited to Microsoft Office
- All other duties, as assigned

Location

In Person - 1201 New York Avenue, NW

About Todd Strategy Group

Founded in 2014, Todd Strategy Group ("TSG") is one of the premier health care strategic consulting firms focused on legislative and regulatory guidance and advocacy for healthcare stakeholders impacted by Federal healthcare programs.

While we do represent several Fortune 100 companies where we serve in a collaborative role with a large government affairs department as well as other consultancies, we also are proud to have operated for years as the sole D.C. representative for many smaller companies.

TSG focuses on delivering client success by finding a path to common ground with our government partners. As former senior-level government officials, we are proud of our record and reputation for hard work and integrity.

Since its inception in 2014, TSG has been featured as one of the top Federal lobbying firms in Bloomberg Government's "Top-Performing Lobbying Firms".

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www.toddstrategy.com