Five Corners Strategies
Grassroots Public Affairs

Job Announcement: Public Affairs Division Director

Five Corners Strategies, a public affairs firm that specializes in grassroots campaigns for corporate and trade association clients, is seeking experienced individuals with grassroots public affairs, campaign and management experience. This is a full-time position in our Washington, DC office working on local, state and national projects across the country.

Applicants must be highly motivated, have an entrepreneurial spirit, and enjoy working in a competitive corporate public affairs and campaign environment. The successful candidates will have significant experience and skills in many of the following disciplines: political and community organizing, campaign management, land-use campaigns, legislative and electoral processes, agency work, corporate communications, grassroots organizing, field management on political campaigns and public affairs. Experience working with community organizations and trade associations, plus a history of managing and leading staff is required. The Division Director is a senior management position and reports directly to the firms' partners. The Division Director focuses on leading internal and external client and consultant teams, developing and managing project strategy, winning new business opportunities, creating and managing project budgets and client relationships for a diverse portfolio of clients.

Responsibilities:

- Serve as lead strategist for multiple clients on projects, responsible for writing and editing campaign plans, creating and managing all project budgets.
- Assign and manage members of project teams responsible for executing project campaign plans.
- Act as the lead operations liaison for assigned clients, tying all project needs, deliverables and timelines together and ensuring winning strategies to deliver professional services to the client.
- Participate in all internal project team meetings to assess week to week progress on project successes, performance (relative to established campaign metrics), and identify areas of improvement.
- Responsible for client management, providing frequent project updates and campaign strategy reports to the clients.
- Forecast and develop both internal and external campaign budgets; monitor budgets to attain pre-established margin goals
- Control resource allocation to insure work is completed within established campaign budgets and provide actual budget expenditures to management team and Finance each month.
- Work with project management teams to determine project metrics at the onset of key project phases and new projects.
- Conduct post-project, post-phase and post-vote assessments with the campaign manager to outline new best practices and determine practices to be fixed.
- Assist the business development team in creating proposals and securing business

from new and existing clients.
- Responsible for working cooperatively with the finance and accounting staff to complete mid-month and end of the month project invoicing.
- Work with the internal operations management to ensure quality control on Five Corners work product – such as campaign plans, direct mail, and other professional communications.
- Negotiate with outside vendors, establishing pricing structures, monitor contracts and control costs. Provide monthly utilization reports to Finance for client invoicing.

Qualifications:
- A Bachelor's degree, with at least 8-10 years of campaign or agency experience. A combination of the two is preferred.
- Leadership and management experience within a corporate, professional environment, with independent verification of ability to work in team settings and lead staff in a positive and constructive manner.
- Experience working on legislative, regulatory and land-use issues is desired.
- Proven ability to quickly understand advocacy messaging and communications necessary to activate voters/citizens and public officials.
- Strong writing skills.
- Proven record of coalition building, grassroots or field campaign organizing, and public speaking.
- Working knowledge of grassroots outreach tools such as Organizer, Phone2Action, Grassroots Unwired or other similar tools.

Key Attributes:
- Strong writing and communications skills are essential.
- Must have a strong desire to win.
- Ability to manage cross-functional teams.
- Enjoys leading teams of diverse professionals with varied skill sets.
- Ability to identify and work through roadblocks.
- Self-confident, motivated and responsible.
- Ability to work effectively under tight deadlines.
- Work quickly and efficiently towards specific goals.

How to Apply / Contact:

Total compensation for this position is commensurate with experience and skills. The position includes the possibility for commissions for new business and offers bonus potential. Qualified, interested candidates should visit our careers page to apply.
Applicants may also submit a cover letter, resume, writing sample, salary requirements and references to: careers@FiveCornersStrategies.com – please include "Division Director" in the subject line.