

Vice President/Chief Policy Officer
Elite Change, Inc.
Houston, TX.

Elite Change Inc. seeks to hire a motivated, organized and goal-oriented individual to fill a challenging position in our growing Public/Government Affairs practice, specializing in advocacy, campaign management, coalition building, community engagement and grassroots advocacy for non-profit and corporate clients.

Job Description:

- Develop, manage and execute public affairs campaigns for corporate and non-profit clients on wide-ranging local, state, national and international issues.
- Tasks include writing and developing campaign plans and communications materials, client relations, coordinating and conducting community outreach and field plans, and managing coalitions
- Educate and mobilize organizations, community leaders and the public
- Supervise and mentor junior staff and independent consultants
- Manage advocacy efforts, including recruiting, reporting, and tracking results
- Establish and cultivate strong client relationships and successfully manage day-to-day needs and expectations, while contributing to organic growth through new project opportunities
- Work closely with other internal departments on cross-discipline projects
- Work with senior practitioners across the firm on business planning and new business development, including pitch presentations, RFP responses, lead generation and networking

Qualifications:

- 5+ years' progressive experience in politics, community relations, public affairs, or a related field
- Experience building relationships, managing and organizing political and community outreach on political and advocacy issue campaigns
- Strong writing skills a must

- Ability to understand and coordinate different aspects of a campaign including grassroots engagement, media relations and government relations; experience in social media advocacy a plus
- Strong presentation skills with a proven ability to communicate with a diverse group of people and audiences
- Demonstrated ability to work independently and meet deadlines with a willingness to be part of a team working towards a common goal
- Exceptional organizational and prioritization skills aiding an ability to manage multiple projects at once
- Self-motivated, detail-oriented, dynamic and outgoing personality
- Knowledge of Texas, Louisiana, and/or Mississippi politics a plus

Education: Bachelors' degree required. Masters' degree a plus.

Reports to: President/CEO

Salary Range: Commensurate with experience

Elite Change Inc.

ELITE Change, Inc. is an all encompassing strategic communications and public affairs firm dedicated to influencing today's ever-changing political, business, and public settings by providing unrivaled service and solutions for its diverse client base. Since its founding, ELITE Change has grown to be a nationally recognized firm in the areas of Public and Government Affairs, Strategic Communications, and Business Development. With a presence in multiple cities and states, EC has excelled in developing strategies that reach communities of color, youth and young professionals. ELITE Change continues to provide unmatched strategic outreach and communication campaigns to its clients. In an effort to stay on the cutting edge of campaign and communication strategy, ELITE Change continues to expand its experience by working in emerging markets and trends.

Elite Change Inc. is an Equal Opportunity Employer. We do not discriminate against any applicant for employment on any legally recognized basis including, but not limited to: race, religion or creed, color, national origin, sex, age, disability, marital status, sexual orientation, genetic information, citizenship status, veteran status, uniform service member status, or any other protected class under federal, state or local statute.

—

Application: Please submit cover letter and resume to info@elitechange.com . Please reference Vice President/Chief Policy Officer within the subject heading.