

Freedman Consulting, LLC: Research Associate
Washington, DC*

Freedman Consulting, LLC, a strategic consulting firm, seeks a Research Associate to provide assistance with policy research, writing, and operational support for firm clients across a broad portfolio of issues. The Research Associate will join a growing team of research and analysis professionals with deep experience across the public and private sectors.

Freedman Consulting, LLC, offers strategic consulting services to foundations, nonprofit organizations, and public interest coalitions, advising many of the nation's leading philanthropic institutions. Our work includes strategic planning and issue landscaping for major foundations, campaign advising and coordination for coalitions, public-private partnership creation and support, and policy development for a variety of advocacy and political campaigns.

Research Associates work across a range of content areas and typically work on three to four separate projects at a time. Primary responsibilities for the Research Associate include:

- Researching and drafting reports, memos, and briefs related to client projects
- Assisting in the development and execution of client activities and events
- Contributing to preparation for client meetings and presentations
- Providing administrative, operational, and logistical support on client teams, including scheduling, maintaining internal and external task lists, and note taking

Qualifications of the Ideal Candidate:

Approximately 1-3 years of research, legislative, communications, consulting, or policy-related experience is preferred. Applicants must possess strong writing and research skills, attention to detail, and the ability to effectively manage multiple tasks in a fast-paced environment. Salary and benefits are competitive and based on experience.

To apply, please submit your resume, cover letter, and two writing samples to RA@freedmanconsulting.com.

Freedman Consulting, LLC is an Equal Opportunity Employer. We strongly encourage candidates from underrepresented groups to apply. Freedman Consulting does not discriminate on the basis of race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

**All Freedman Consulting employees are currently working remotely during the COVID-19 crisis and new employees would work remotely until conditions are determined safe for office reopening.*