

Freedman Consulting, LLC: Associate

Washington, DC*

Anticipated Hire Date: May/June 2023

Freedman Consulting, LLC, a mission-driven consulting firm, seeks an Associate to provide assistance with policy research, deliverable development, and operational support for firm clients across a broad portfolio of issues. The Associate will join a growing team of research and policy professionals working at the intersection of policy, philanthropy, and politics to drive impact and innovations for the greater social good.

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.

Associates work across a range of policy areas and client services. Primary responsibilities for the 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.

We are currently accepting applications to fill position openings in May/June 2023 and welcome upcoming graduates to apply. To apply, please submit your resume, cover letter, and two writing samples to Associate@tfreedmanconsulting.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.

**Freedman Consulting employees based in Washington, DC follow a hybrid office policy. There are no in office requirements, in office work is encouraged and determined by team managers. The firm's hybrid policy values flexibility and seeks in-person collaboration when it will be most beneficial in serving client, project team, or firm needs.*