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**JOB DESCRIPTION**

**POSITION TITLE:** Executive Assistant

**REPORTS TO:** Director, Todd Strategy Group

Position Summary

The Executive Assistant is responsible for providing administrative support to the Principals and Consultants working in a Government Affairs and Policy-focused consulting team. The candidate should be a self-starter who is strong in your ability to identify and anticipate needs, with unparalleled attention to detail and an aggressive drive to take initiative. The successful candidate understands that success or failure is determined by thoughtfulness and willingness to execute with a demonstrated high-level of confidentiality, strong organizational skills, sense of judgment, ability to improvise and creatively problem-solve while maintaining composure. The Executive Assistant is considered a valued business partner who takes pride in understanding the firm’s business portfolio.

Qualifications

* Ability to think strategically about the principals' time as an allocation of resources
* Relevant experience providing administrative support to executive leaders within a Public or Government Affairs office, on Capitol Hill or within Federal Government
* Flexible, proactive, resourceful and efficient in a fast-paced environment, in a variety of circumstances, often under pressure. Candidate will be highly advanced in multitasking and can manage multiple projects.
* Proficient in written communications including clear and concise writing, editing for spelling and grammar, and an ability to interpret information and maintain detailed notes
* Advanced computer skills, including a thorough understanding and application of Microsoft Office Suite (Outlook, Power Point, Excel, and Word)
* Experience supporting multiple senior or executive leaders simultaneously with ability to multi-task and remain flexible

Essential Job Duties and Responsibilities

* Provide high-level administrative support to Principals and Consultants
* Responsible for heavy calendaring for multi-person and multi-time zone meetings with external stakeholders, providing prompt and client-focused service
* Participate in integrated team meetings and maintain notes and records for internal distribution
* Coordinate complex travel, creating itineraries, and optimizing logistics for multiple stakeholders
* Manage office logistics including deliveries and coordinating with visitors, and assist with day-to-day office operations
* Assist with firm operations and strategic planning and serve as back-up to the Director of Operations
* All other duties, as assigned

Location

1201 New York Ave, NW Washington DC 20005

Featured Benefits

* Salary beginning at $70,000 with annual merit-based performance bonus potential
* Silver level health, dental and vision plan coverage
* Three weeks of vacation
* 401(k) Plan Eligibility with Company Match
* Laptop, cell phone reimbursement and commuter benefits available

**About Todd Strategy Group**

Founded in 2014, Todd Strategy Group (“TSG”) is one of the premier strategic consulting firms focused on legislative and regulatory guidance and advocacy for stakeholders impacted by Federal law.

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 in the health care and technology space.

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. Our deep relationships with the Administration, House and Senate Leadership, as well as Members on the Energy and Commerce, Ways and Means, Judiciary, Finance and HELP Committees have delivered success for our firm’s clients across the board.

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”.

**Contact:** Jobs@ToddStrategy.com