

POSITION OPENING***Manager of Client Relations and Administration*****Company**

Hicks Partners, LLC is a business consulting firm providing public relations, government affairs, grant writing, and economic development services to clients at the state and federal level. The firm has an immediate opening for a Manager of Client Relations and Administration.

Responsibilities

- Client Relations and Support
 - Coordinate with clients on meetings, conference calls, and event logistics;
 - Assist clients with meeting materials, including preparing and editing written material and presentations;
 - Update clients on legislative or executive branch schedules, hearings, actions, and outcomes.
- Compliance
 - Complete and maintain Joint Legislative Ethics Commission and US Congress lobbying registration and ethics filings on behalf of firm and clients;
 - Track expenditures for firm and clients for notice and reporting purposes.
- Administrative
 - Manage all aspects of the firm's office, including but not limited to, serving as receptionist, maintaining office equipment, managing office supplies and vendor accounts, mail processing, maintaining contact database, filing, greeting visitors;
 - Serve as executive assistant for firm's President & CEO and provide administrative support to firm staff.
- Communications/Marketing
 - Assist with firm's marketing efforts, including website, social media, newsletters, firm-sponsored seminars, and supporting development and production of proposals;
 - Assist in event planning for clients and firm staff;
 - Identify and assist in facilitating firm's advertising and sponsorship opportunities.
- Policy and Research
 - Support legislative bill tracking and reporting system;
 - Independently research policy issues and draft policy memos.
- Financial Oversight
 - Support accounts payable, accounts receivable, banking functions;
 - Manage and maintain financial files, including spreadsheets on campaign and charitable contributions;
 - Coordinate with firm's outside legal counsel, financial advisors, accountants, insurance agents and other professionals.

Qualifications

- Minimum of three years of experience as an executive assistant, office manager, and/or other relevant key administrative or communications support position;
- Bachelor's degree preferred;
- Excellent verbal and written communication skills;
- Self-motivated and highly detail oriented;
- High degree of professionalism, discretion and confidentiality in dealing with sensitive information;
- Ability to solve problems, work independently and interact with clients and vendors;
- Knowledge and/or experience in dealing with elected officials and staff;
- Proficient in Word, Outlook, Excel and PowerPoint.

Compensation

The Manager of Client Relations and Administration is a full-time, in-person position based in our Columbus, Ohio office.

A competitive base salary commensurate with experience, health insurance, profit sharing and 401K plan, and paid parking is offered.

Hicks Partners is an equal opportunity employer and is committed to prohibiting discrimination based upon race, age, ethnicity, ancestry, gender, national origin, disability, military status, religion, sexual orientation, or any other status prohibited by law.

Interested candidates should send cover letter, resume and salary expectation to:

info@hickspartners.com