

Troutman Sanders Strategies - Raleigh

This position will be located in the Raleigh office of Troutman Sanders. Interested candidates should send a cover letter and a resume to ApplytoTSS@troutman.com.

Legislative and Regulatory Research Analyst

The research analyst will follow and examine legislation and the legislative initiatives that affect clients, and provide detailed reports about how the legislation will affect those clients. This may require performing extensive research, attending various meetings (including legislative and executive branch committees), and communicating with government officials to request additional information. In some cases, the research analyst will work with members of the government before bills are proposed or passed, providing information and insight in the legislative process. Additionally, analysts are expected to recognize the business implications of laws and bills being presented to lawmakers, and to engage with lobbyists and government officials.

Strong communication skills are required for this position, since the person is expected to communicate their findings through reports, memorandums, and presentations. The research analyst will also communicate with government officials, lobbyists, and with members of the public who have questions about legislation.

The research analyst may be called upon to perform other duties. For example, the person might be responsible for organizing meetings and conferences, or arranging official visits from legislators to the organization or client's site. The research analyst is also expected to be knowledgeable about and stay abreast of developments and changes in government and budget processes, and develop and maintain current knowledge of the industries with which the person is tasked to work. Certain activities may require registration as a lobbyist with the North Carolina Secretary of State.

Responsibilities

- Develop and maintain positive relationships with members of the North Carolina General Assembly
- Prepare and distribute daily, weekly and special legislative reports to clients as appropriate
- Analyze various state legislative and regulatory actions for relevance to clients, and track their progress through the legislative and regulatory rule making process
- Facilitate and participate in coalitions and client and board meetings, including creation of presentations on behalf of clients, and presenting client positions/policies on state and local issues
- Respond to requests from clients and staff, to include development of policy papers, news articles, regulatory analyses, letters of support or opposition, or other documentation or communication
- Actively maintain current knowledge of legislative and governmental activities to appropriately represent clients and provide favorable public image
- Assist staff with activities related to implementing state legislative and regulatory agenda

Qualifications

- Bachelor of Arts or Science or equivalent degree, preferred background in communications, public affairs, political science or related field of study
- 1-2 years legislative and/or government relations experience, preferably from state legislative or agency offices, or in-house with a corporation or association
- Working lay knowledge of state legislative process, and lobbying and campaign finance laws
- Strong verbal and written presentation/communication skills (writing samples will be required)
- Web and social media experience preferred
- Organizational skills and experience leading groups or teams is a positive
- Responsiveness and follow-through are an integral part of the job