

Overview: [Bicker, Castillo, Fairbanks & Spitz \(BCFS\) Public Affairs](#), one of California's leading public affairs and ballot measure campaign firms, is hiring a driven public affairs / communications practitioner to join the team as a Senior Account Executive (SAE) to support the firm's blue-chip client roster. Ideal candidates will have at least 4+ years' experience supporting public affairs, legislative and/or ballot campaigns, with a proven track record of navigating fast-paced, high-stakes client projects and the ability to clearly communicate complex policy issues. We are in the office four days per week with Friday's optional to work remotely or in office.

Responsibilities to Include:

- Support high-level public affairs and legislative campaigns independently and as part of a team.
- Oversee Account Fellows staff and manage up to senior staff.
- Serve as the day-to-day point of contact for clients, consultants, vendors and other key stakeholders across multiple accounts.
- Develop campaign collateral and advocacy materials including fact sheets, talking points, coalition emails, toolkits, social media content, press releases, op-eds, media advisories, etc.
- Create digital and social media strategies to include content creation for websites, advertising and social media platforms.
- Independently manage complex workstreams, delivering timely, accurate and strategic results aligned with client goals.
- Manage and oversee coalition building and grassroots mobilization efforts including third-party outreach and recruitment, giving presentations, debates, managing databases, helping coordinate field and other grassroots events.
- Own project timelines, schedules, client reports and internal communications to keep teams aligned and accountable.
- Lead the development of client-ready updates, plans and campaign deliverables with limited oversight.
- Track political, policy and media developments and flag implications that could impact client strategy.

Qualifications

- Bachelor's degree in Political Science, Government, Communications, Journalism or a related field.
- Demonstrated experience managing multiple client accounts and complex projects simultaneously with a high degree of independence.
- Experience and interest in California's political, legislative and regulatory landscape.
- Thrive in a fast-paced, deadline-oriented industry.
- Self-starter with strong organizational skills who is not afraid of high-profile campaigns and projects.
- Excellent written and verbal communications skills with the ability to adapt tone and messaging for different audiences.
- Exceptional organizational skills and attention to detail, with the ability to manage timelines and deliverables.
- Ability to interpret complex policy issues and communicate them clearly and persuasively.
- Ability to navigate the unpredictable nature of politics and public affairs, managing competing priorities and maintaining composure under pressure.
- Ability to work independently and as part of a team.

Compensation: Competitive pay commensurate with experience, bonuses and benefits, including health, dental and vision insurance, 401k match and profit-sharing plan, 10-15 PTO days and all major holidays, parking downtown, paid cell phone and other benefits.

To Apply: Interested parties should submit a resume and cover note to Colleen Spitz, cspitz@bcfspace.com