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Global Government Relations - Legislative Analyst

Washington DC, District of Columbia

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Washington, D.C.

Business Summary

Members of the VMware Global Government Relations and Public Policy work with a small, high-caliber team to connect all levels of government to VMware's business goals. The work of this team is to contribute to the success of VMware and the positive profile of its Executive Staff.

Our team practices a collaborative, creative, results-oriented approach. We are a small team that likes to "punch above its weight." Under the direction of the General Counsel, team members also have the opportunity to work with and advise VMware executives, elected officials, and policy-makers.

We handle, prioritize, and follow through on numerous projects at a time. This provides an excellent context to learn the many aspects of VMware's complex business as well as a great opportunity to interact with interesting colleagues and important government officials.

Job Role and Responsibility

The Legislative Analyst will report to the Vice President and work alongside the global team to provide high-quality legislative analysis and perform administrative duties. This includes, but is not limited to:

- Conduct research and analysis on policy issues surrounding technology, privacy, cloud infrastructure, and other issues
- Assist in developing policy priorities into a streamlined strategy that can be implemented globally
- Improve processes to disseminate information on government relations, policy positions and advocacy, to both internal and external stakeholders
- Partner with VMware business units, including field sales leaders and marketing to align on policy priorities and approach
- Engage and participate in outreach with elected officials
- Collate and disseminate policy and industry news, media reports, statements and related legislative developments from multiple sources
- Develop reports and other collateral from news sources, policy analysis, public hearings and other events, on relevant policy issues
- Convene and build partnerships with VMware partners, external consultants, partners

and staff of government officials

- Plan and oversee the visits of VMware executives to the VMware D.C. office
- Assist in activities, such as writing, editing and compiling, related to documentation or communications, including the monthly newsletter, memos, and other team collateral
- Perform other duties as assigned

Required Skills

You have at least 2-5 years of relevant experience and will possess skill related to:

- Drive to innovate in a dynamic, challenging environment
- Work in a legislative office or a public policy role
- Proven knowledge of US Federal, State and Local legislative processes
- Excellent written and oral communication skills, interpersonal skills, and leadership skills
- Ability to work efficiently in a fast-paced setting and meet deadlines
- Organized, task management skills with ability to follow through and execute
- Strong and demonstrated research skills
- Of the highest degree of personal and professional integrity and ethics
- Expertise in PowerPoint, Excel, and other relevant applications
- Ability to handle multiple tasks at a time without constant oversight

Preferred Skills

- Interest in domestic and international government and politics
- Interest in global legislative issues
- Bachelor's degree preferred



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