

CHANDLER CHAMBER OF COMMERCE

Job Description

GOVERNMENT RELATIONS POLICY & PROGRAMS MANAGER

GENERAL PURPOSE: Under general supervision, responsible for supporting and facilitating the public policy and government relations function of the Chamber. Supports and attends the Public Policy Committee and its meeting agendas; coordinates the annual update of the “How We Stand” Document; staffs the Good Governance Committee when required to ensure appropriate endorsements of Chandler candidates; and researches and communicate information regarding proposed referendums and propositions.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Researches, analyzes and implements the public policy and government affairs activities of the Chamber.
- Provides the Advocacy department support and assistance with events as needed, including the Public Policy series, quarterly Economic Update programs and other related events.
- Researches and gathers data; provides information and analysis to the Chamber about current business issues and what positions the state and US Chambers have taken on them.
- Facilitates and participates in various public policy and government affairs activities and meetings; to provide balanced information for informed decision making and policy setting of the Chamber leadership.
- Coordination of Chambers’ Diversity, Equity and Inclusion efforts
- Coordination of Chambers’ Education & Workforce Initiatives
- Participates in various regional organizations (i.e., Arizona Chamber Executives, Arizona Chamber, MAG, etc) which involves working with area businesses to assist the region in obtaining federal support on projects and issues that have a regional impact.
- Assists with special projects and assignments, covering a variety of subjects requiring knowledge of the programs and goals the Chamber.
- Completes all other duties as assigned or required.

PERFORMANCE MEASURES

- Number of meetings facilitated, increase in attendance/interest in Public Policy, number of issues researched and positions recommended
- Number of errors and depth of consequences of those errors
- Compliments/Complaints or results of member survey
- Cost reduction or containment within area of responsibility
- Increase in Knowledge/Skills such as public administration, public policy, local economics and overall Chamber operations

JOB DESCRIPTION

Public Policy & Government Relations

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in political science, government relations, public administration or a related field and at least three year's research, business analysis and/or government experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Registered Lobbyist (preferred)

Required Knowledge of:

- Local, state and federal government processes, and current and pending legislation.
- Principles and methods of economic development and business strategies.
- Principles and methods for researching, accessing and analyzing complex data.
- Principles and processes for disseminating information and data to various interest groups.
- Methods of presenting information and ideas so others will understand.
- Business computers, and spreadsheet software applications.
- Arizona Lobbying Rules and Reporting Policies.

Required Skill in:

- Communicating complex information to various constituents.
- Researching and analyzing complex data.
- Presenting sometimes sensitive or unpopular information in a neutral fashion.
- Facilitating meetings and events for small and large groups.
- Communicating with people outside the Chamber, representing the Chamber to potential customers, the public, government and other external sources.
- Using initiative and independent judgment within established procedural guidelines.
- Managing competing priorities and meeting tight time frames.
- Understanding, and applying relevant information, rules, policies, procedures, and other forms of data.
- Planning, prioritizing and completing assignments with little supervision.
- Writing professional reports and correspondence from brief instructions.
- Operating a computer utilizing Microsoft Office with advanced skill in Excel and PowerPoint.
- Establishing and maintaining cooperative working relationships with co-workers and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Constant sitting, seeing, listening and talking is required to perform the primary duties and responsibilities.
- Frequent standing and walking is required to perform the primary duties and responsibilities.
- Occasional driving, climbing, bending, kneeling, and carrying and lifting of objects up to 50 pounds is required to perform the primary duties and responsibilities.

For consideration, submit application (linked on Chamber job webpage), cover letter with salary requirements, and resume to info@chandlerchamber.com.