



Job Description

Position Title: Director, Community and Governmental Affairs

Reports To: Vice President, Community and Governmental Affairs

Department/Division: Community and Governmental Affairs

Summary of Position:

The Director reports to the Vice President and directs programs, committees and task forces of the Community and Governmental Affairs Department.

Principal Accountabilities:

Assists in the development of an annual Plan of Action and budget to meet the objectives of the Community and Governmental Affairs Department.

Organizes, coordinates and executes the program activities of the Community and Governmental Affairs Department, as directed by the Vice President.

Assists in the development, publication and dissemination of compelling and understandable materials aimed at marketing the products and services available through the Department.

Aggressively markets the Department's programs and services through targeted literature, Chamber publications and the media, where appropriate, to involve the greatest possible number of member businesses in the Department's programs and services.

Assists the various task forces in offering meaningful assistance and programs for the benefit of member companies, and provides staff support to facilitate task force activities.

Monitors the progress of initiatives and ensures that stated objectives are met on-budget and in a timely manner.

To the extent assigned, manages the personnel and operations of the Department to assure that stated goals and objectives are met.

Coordinates and oversees work of the Department's Government Affairs subcommittee on state issues, including development of the Chamber's legislative agenda.

Page Two

Director, Community and Governmental Affairs

Actively and effectively builds relationships and coalitions in support of the Department's agenda. Assists in visits with elected officials, luncheons with city and county department heads, visits with the two-county state legislative delegation, and meetings with area chambers of commerce. (Registered with the Secretary of State's office as an official lobbyist for the Mobile Area Chamber of Commerce if needed.)

Helps plan and implement effective events to build and further strategic relationships between Chamber membership, key legislators and their staff members, elected officials and community partners. Events include but are not limited to partnership luncheons, legislative receptions and delegation dinners, Washington D.C. Fly-in and various banquet/meeting functions.

Helps plan, support and implement the Chamber's annual Leaders Exchange "inter-city visit" to another community.

Personally visits at least three Chamber members per month for the purpose of building goodwill and gathering information to share on member needs and opinions.

Works with the Department's administrative assistant and the Chamber's Communications Department to keep the membership and staff informed of key legislative issues. Develops story ideas reflecting key legislative issues and accomplishments with a goal of increased understanding and support for the Chamber's agenda.

Investigates cutting-edge Community and Governmental Affairs programs at other metropolitan Chambers and business organizations to uncover "best practice" programs, and if relevant, recommends changes to MACC programs.

Assists with special projects as delegated by the Vice President.

Areas of Delegated Responsibility:

Supervises and evaluates support staff in Department, as assigned.

Education/Experience:

Bachelors Degree with a minimum of three years experience in corporate management, chamber management or related activities, legislative process and governmental affairs, and an ability to communicate effectively with diverse personalities and issues.

Page Three
Director, Community and Governmental Affairs

Location of Office: 451 Government Street, Mobile, Alabama 36602

This position is classified as exempt.

This accurately reflects the description of my job and principal accountabilities.

Employee

President

Vice President

Date

Updated 05/07/18