

Job Description



Position Title: **Director of Government Affairs**
Employee Name: _____
Report To: Vice President of Communications and Advocacy
Department/Division: Communications and Advocacy
Classification: Exempt

Summary of Position:

This position reports to the Vice President and directs government affairs-related programs, committees and task forces of the Communications and Advocacy Department. The Director will interact with local, state, and federal legislative bodies and government agencies to expand and build strategic relationships.

Essential Functions:

- Assists with the annual development of the Department's Plan of Action and budget to meet objectives.
- Organizes, coordinates, and executes the Department's program activities, as directed by the Vice President.
- Assist VP with the development, publication, and distribution of compelling materials regarding legislative and public policy (i.e., weekly legislative newsletter during session).
- Monitors the progress of departments initiatives and ensures that stated objectives are on-budget and on time.
- Oversees the Government Affairs Committee's work task, including the development of the legislative agenda.
- Actively and effectively builds relationships and coalitions in support of the Department's plan.
- Visit city, county, state, and federal elected officials and administration to stay informed on issues impacting the business community with the goal of four, in-person meetings each month.
- Working with the Director of Meetings and Events, plan and execute effective events to build and expand strategic relationships between membership, elected officials, community partners and staff members. This includes budget development and sponsorship goals. Events include, but are not limited to, Legislative Reception, Pork and Politics, Meet the Candidates, State of the City and County, Forum Alabama series, partnership luncheons, and the Washington D.C. fly-in.
- Helps plan, support, and implement the annual Leaders Exchange "inter-city visit" to another community.
- Visits three members monthly to build goodwill and gather information to share on needs and opinions.
- Works with Director of Marketing and the Director of Communications to keep the membership, staff and the public informed of key legislative issues, including developing story ideas and social media posts that reflect vital legislative issues and accomplishments to increase understanding and support for the Chamber's legislative agenda.
- Investigates cutting-edge governmental affairs programs at other metropolitan chambers and business organizations to uncover "best practice" programs, and if relevant, recommends changes to MACC programs.
- Works with VP to manage operations to assure that department goals and objectives are met.
- Supports the importance of Diversity, Equity, and inclusion throughout the Chamber and its program of work.
- Attends staff, departmental meetings, and safety and health training, as required, on time.
- Works when scheduled and complies with company attendance policy.
- Observes and practices all safety procedures and policies.
- Travels as required.
- Other duties as assigned.

Skills, knowledge and abilities: (these are required to enable job holder to perform the essential functions of the job).

- Must be able to demonstrate effective public speaking skills.
- Ability to be self-sufficient, independent, and resourceful.
- Ability to interact with colleagues, supervisors and members face to face.
- Ability to communicate clearly, orally, in writing, and uses emotional intelligence to work through challenges and issues.
- Must be able to effectively deal with volunteers, the media and the public in a congenial manner.
- Must possess communication skills to deal and negotiate with members of all backgrounds and personalities.
- Must be able to use applied knowledge to formulate positive solutions to problem situations.
- Must be able to effectively read, write and communicate in English.
- Must have above average computer skills including Microsoft Office Programs.
- Must be able to add, subtract, multiply and divide, using fractions and decimals.
- Must be able to work well under pressure and manage priorities.
- Must be able to demonstrate organizational skills and attention to detail.
- Must be able to lift and carry up 25 lbs. occasionally.
- Must be able to see within normal range with or without corrective lenses.
- Must be able to sit for extended periods of time while using hands, fingers and wrists repetitively on a keyboard.
- Must be able to occasionally climb stairs.
- Must be able to stand and walk throughout the day.
- Must be adaptable to change with short notice.

Marginal Functions: (Duties that are likely to be assigned to this person unless he/she proves unable to perform them after receiving training and/or accommodations that the company judges appropriate).

- Participates in conferences and training as directed
- Position requires meetings and activities outside of regular work hours; must be flexible

Experience/Education:

High school graduate or G.E.D. Bachelor’s Degree with a minimum of three years’ experience in corporate, chamber management or related activities, legislative process and governmental affairs required. Must have a valid driver’s license and pass a background and vehicle check. Valid passport required.

Work conditions:

This position includes both environmental conditions: Activities occur inside and outside.

Mobile Area Chamber of Commerce is an Equal Opportunity Employer All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

I have read and understand this job description and agree that I am able to fulfill the essential functions as stated above with or without accommodation. I further understand that it is my responsibility to request an accommodation, if necessary, to fulfill the essential functions of this position.

Applicant’s / Employee’s Signature

Date

Vice President of Communications and Advocacy

Date