



metrochamber

SACRAMENTO METROPOLITAN  
CHAMBER OF COMMERCE

# Sacramento Metro Chamber

## Vice President, Public Policy

**Reports to:** President & CEO  
**F.L.S.A.:** Exempt  
**Last Revised:** October 3, 2016

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**Position:** A senior management position that works directly with the President & CEO, other senior managers, the Board of Directors and volunteer leadership to chart the strategic direction of all advocacy initiatives and efforts for the organization. This position has direct management and oversight of all aspects of the Public Policy Department, which includes development and direction of all programs, events and advocacy activities associated with the Metro Chamber's Public Policy objectives. Additionally, this position has direct management of the Metro-PAC, the Metro Chambers political action committee.

**Requirements:**

- Undergraduate degree required, graduate degree preferred.
- 7 years of experience in management of public policy, government relations or related fields.
- At least 5 years direct supervisory experience of salaried or hourly employees.
- Experience managing a budget and P&L statement.
- Experience developing and building relationships with multiple constituencies.
- Demonstrated ability to plan, organize, prioritize and manage a variety of projects to successful completion.
- Demonstrated ability to clearly and effectively communicate (internally and externally) in both verbal and written communications.
- Experience in effective media relations, interviews and public speaking opportunities
- Ability to work with a diverse team made up of employees, volunteers, business and community leaders.
- Strong integrity, outstanding personal and professional references.

**Specific responsibilities include, but are not limited to:**

**Internal:**

- Support the President & CEO and volunteer leadership in shaping and implementing the Metro Chamber's overall strategy in public policy and political activities including the development and execution of a Metro Chamber Strategic Public Affairs Plan and Declaration of Principles.
- Serve as the primary contact for all public policy and political issues at the federal, state and local levels.
- Support and lead all public policy committees and teams.
- Manage and oversee all staff and interns within the Public Policy Division.
- Assist with the development of volunteer leadership and committee participation.
- Serve as principal staff to Metro-PAC.



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### External:

- Serve as the Metro Chamber’s primary public policy advocate at local, regional, state and federal levels.
- Serve as the primary liaison with elected officials, government staff, and partner organizations.
- Represent the Metro Chamber in the news media and at Metro Chamber and community events on issues related to public policy and regional policy.
- May serve as a back up to the President & CEO as an event host and from the podium.
- Leverage public policy objectives to advance the goals of all departments, but especially the membership division.
- Perform other duties as requested.

### Metro Chamber Membership, Programs and Fundraising:

- Serve as principal staff member responsible for the successful planning and execution of all aspects of the Metro Chamber’s annual Capitol-to-Capitol Program, State Legislative Summit Program, State of Agriculture Program, and Study Mission Program.
- Work directly with the communications division to ensure public policy message is reaching and benefitting the membership of the Metro Chamber and business community at large.
- Assist with sponsor development as it relates to public policy events and programs.
- Work with membership staff to solicit, retain and service members.

### Physical Demands

Must be able to stand for long periods while assisting in Metro Chamber events.

Must be able to lift 20-25 lbs.

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

Employee Acceptance: \_\_\_\_\_

Date: \_\_\_\_\_