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SACRAMENTO METROPOLITAN CHAMBER OF COMMERCE

Role: Government Affairs and Program Manager

Reports to: Senior Vice President, Strategic Initiatives

Position Summary

Reporting directly to the Senior Vice President, the Government Affairs and Program Manager serves as a key and visible member of the Sacramento Metro Chamber's Public Policy Team. The position researches and monitors government activities that affect the organization's business and its members. Working as part of a team, this role drives coalition management, administrative, clerical, and research duties that support key programs, events, and advocacy efforts of the organization while aligning them with Sacramento Metro Chamber's political and programmatic strategies.

The successful candidate will have experience analyzing policy trends, developing policy research, and drafting issue papers. The role works as part of the team that crafts and executes engagement strategies to advance the Sacramento Metropolitan Chamber of Commerce's ("The Chamber") policy objectives at local and, to some limited extent, State levels. The ideal applicant will be goal-motivated, adaptable in a fast-paced, rapid-growth environment, a strategic thinker, and detail-oriented. Experience with developing strategies for and driving outcomes in legislative initiatives, state agency rulemakings, local government environments, familiarity with public policy campaigns and an understanding of how Political Action Committees work is highly desired.

The Government Affairs and Program Manager will be charged with developing knowledge of trends and emerging issues in the six-county region which includes Sacramento, Placer, Yuba, Yolo, Sutter, and El Dorado Counties. Skills in analyzing policy research and legislation and competency in drafting analyses and position papers for internal and external audiences is highly desired. Creative thinkers who are interested in developing novel approaches to policy challenges and have good instincts about effective ways to present policy proposals and support for various audiences will be well suited for this role. The successful candidate will be able to work independently, collaboratively with internal and external partners, and should be a clear communicator. Our best contender will be passionate about the services we provide and the people that we serve.

The Sacramento Metropolitan Chamber of Commerce is committed to an inclusive and diverse team and is an equal opportunity employer. We do not discriminate based on race, color, ethnicity, ancestry, national origin, religion, sex, gender, gender identity, gender expression, sexual orientation, age, disability, veteran status, genetic information, marital status, or any legally protected status.

Position Essential Skills, Responsibilities and Strategic Duties:

- Support Senior Leadership in the development and implementation of The Chamber's policy and advocacy priorities.
- Monitors and prepares briefs on local political policy activities in order to develop written and oral regulatory comments, testimony, and presentations.
- Coordinate with internal teams on messaging, policy development, and strategy. May make recommendations for policies that support the Chamber's organizational goals.
- Provides input to strategic decisions that affect the functional areas of responsibility to help guide development of policy positions.



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- Advises senior management and leadership with strategic planning for known and potential regulatory activities related to the business and industry.
- Builds and maintains professional relationships with members of local government entities and agencies.
- Collaborates with industry advocates to build areas of common interest.
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
- Distributes meeting notices and agendas, takes meeting notes, serves as a liaison in responding to questions from chamber members and partners and facilitating their requests, and maintains the committee database and division files.
- Builds strong and trusted relationships with electeds and their staff members.
- Serves as liaison and support to the Chamber's events staff to assist with event registration and RSVPs.
- Serves as the lead staff to the Metro Chamber committees within the Public Policy Division as assigned.
- Under the direction of the SVP, supports the Chamber's political action committee. May interact with the PAC's accountant and coordinate logistics and events for the Metro PAC's fundraising activities.
- Support Metro Chamber Public Policy programs and events as necessary for policy development and the execution of programs such as Cap-to-Cap and annual Study Mission. Some travel for Chamber Programs is required.
- Ability to effectively work under tight deadlines, problem solve as part of a team and manage projects independently where required.
- Assists with scheduling, managing e-mail, phone messages, filing, and correspondence.
- Other duties may be assigned.

Education and/or Experience:

Bachelor's degree from four-year college or university in a Public Policy related field; or one to three years related experience and/or training; or equivalent combination of education and experience in State Legislation, Local Government.