

Manager, Government Relations & Public Policy

Chicagoland Chamber of Commerce | Chicago, IL

Reporting to the Vice President, Government Relations, and serving as an integral member of the government and public policy management team, the Manager, Government Relations & Public Policy, assists the Vice President in advocating on behalf of the business community. The Manager helps ensure adoption of legislation, administrative rules, and policies that facilitate economic development and job growth, and effectively communicates the Chamber's advocacy priorities to elected officials and other stakeholders.

The Manager serves as a key member of the public policy team by providing research, analysis, and recommendations of pro-business policies for the Chamber to adopt. The government relations team also manages the development of policies through member committees, programs, and the Chamber's Political Action Committee (PAC).

Essential Duties & Responsibilities

- Help manage the implementation of the Chamber's legislative, advocacy, and policy initiatives set by the CEO, VP of Government Relations, and Chamber staff
- Research, track, and analyze public policy, legislative issues, legislation, ordinances, and business-related issues, and produce recommendations and reports
- Oversee many day-to-day functions related to the City of Chicago and City Council, in coordination and consultation with the VP of Government Relations,
- Form strategic alliances with city and county government stakeholders, as well as other civic organizations, to better coordinate research and policy activities
- Represent the public policy positions of the Chamber and serve as a registered lobbyist before the State of Illinois, City of Chicago, Illinois General Assembly, Cook County Board of Commissioners and Chicago City Council
- Maintain a database of contact with elected officials and track bills and ordinances on legislative issues at the state, county, and local levels of government
- Assist in the management of substantive issue forums and the Public Policy Committee, and work with the VP of Government Relations to assemble the annual Public Policy legislative report, legislative agenda, policy statements, and other marketing materials
- Assist in the management of the Chamber's PAC, including fundraising and required reporting, as well as support the VP of Government relations in selling memberships to businesses interested in leveraging the Chamber's Government Relations expertise
- Design and implement events for member and elected official interaction

May perform additional duties as assigned

Skills, Knowledge & Abilities

- A minimum of three years of experience in government, either executive or legislative branch
- Experience with the Chicago City Council or City Government is preferred
- Demonstrated command of pro-business policies and priorities
- Volunteer experience for at least one political campaign preferred
- Experience with raising, distributing, and/or managing the expenditure of PAC funds
- Excellent verbal and written communication skills
- Broad experience in developing strategic planning and implementing goals and tactics
- Focused, proactive, highly responsive and results and goal-oriented
- Excellent analytical and problem-solving skills
- Strong organizational skills and an ability to be flexible handle multiple complex issues at once while reprioritizing issues as needed
- A team player with strong work ethic who has the ability to maintain confidentiality
- Ability to travel on short notice to Springfield, Illinois
- Availability to work beyond regular business hours, including early mornings and evenings

Education & Experience

- Bachelor's degree

About the Chicagoland Chamber of Commerce

The Chicagoland Chamber of Commerce is a nonprofit organization that represents more than 1,000 member companies, which collectively employ 400,000 employees and generate \$24 billion in revenue. The Chamber combines the power of membership with its legacy of leadership and business advocacy to drive a dynamic economy. To learn more, visit www.chicagolandchamber.org.

To learn more or apply for this position, please send a copy of your resume and cover letter to [Sara Barnett](mailto:sbarnett@chicagolandchamber.org), Vice President of Operations, via email (sbarnett@chicagolandchamber.org) and include the position title in the Subject line.