



Position Description

POSITION TITLE: Vice President of Public Policy
POSITION CLASSIFICATION: Full-time/Salary
DATE: April 2023

POSITION SUMMARY

The Vice President of Public Policy leads and manages the Chamber's advocacy programs, provides research and analysis on policy issues, administers Chamber policy committees, and represents the Chamber in the community. This position serves as the Chamber's chief lobbyist at all levels of government.

REPORTING RELATIONSHIP

Reports to: President/CEO
Supervises: Public Policy and Research Manager

REQUIRED SKILLS AND ABILITIES

- Deep understanding of local, state and national governmental systems
- Ability to analyze complex public policy issues, identify strategies to advance pro-business solutions and convey the content of esoteric topics to the Chamber membership.
- Ability to build and maintain strong working relationships with public and elected officials.
- Excellent written and verbal communication skills.
- Excellent interpersonal and customer service skills.
- Strong time management skills with ability to work independently, multi-task and prioritize work.
- Problem-solving skills and extreme attention to detail.
- A team mindset, with a desire to lead and continue learning.
- Proficiency in Microsoft Office products and database programs.

RESPONSIBILITIES AND DUTIES

- Lead the Chamber's lobbying activities at all levels of government (city, county, school district, state and national), carrying out the objectives defined in the legislative platform, policy statements and special directives of the President/CEO and Chamber Executive Committee.
 - This requires residing in Pierre while the SD Legislature is in session.
- Ensure the Chamber is represented at meetings of the Sioux Falls City Council, Minnehaha County Commission and Sioux Falls School Board.
- Research and develop the Chamber's annual legislative platform and policy statements.
- Manage the Issues Management Council to ensure the Chamber's public policy and government relations priorities are member-directed. Oversee additional Chamber committees as assigned.
- Clearly communicate the Chamber's position on issues and the results of advocacy efforts to key stakeholders, including the Board of Directors, partner organizations, volunteers, staff and Chamber membership as a whole.

- Build partnerships and form coalitions that collaborate to advance policy goals. Arrange and lead ad hoc issue groups as necessary.
- Manage member events related to the Chamber's advocacy priorities, including candidate forums, legislative coffees and meetings with local, state and federal elected officials.
- Organize and conduct Candidate School to prepare citizens to run for public office.
- Manage budgets related to programs within the stated areas of responsibility.
- Assist and support Forward Sioux Falls programs.
- Attend Chamber events and scheduled functions, which includes some evenings and weekends.

EDUCATION & EXPERIENCE

- Bachelor's degree required in public policy, public relations or related field
- 5+ years local, state and/or federal experience working with legislative and/or government agencies.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer,
- Able to lift up to 20 pounds periodically, while squatting and/or bending.
- Seasonal travel in and around South Dakota.

TO APPLY

Email a letter of interest and resume to gsfcc@siouxfalls.com.

Review of candidates will begin May 1.

ABOUT THE CHAMBER

The Greater Sioux Falls Chamber of Commerce ("the Chamber") is a multi-faceted 501(c)6 organization with a vision to be the innovative leader in building consensus and strategies that ensure the economic prosperity and quality of life in the Sioux Falls region. The Chamber is recognized as the four-county, 283,000-population region's premier member-driven business leadership organization, representing over 1,900 member firms.

The Chamber is focused on key priorities that will impact the Greater Sioux Falls including economic and community development in partnership with the Sioux Falls Development Foundation and Forward Sioux Falls member services including networking and business assistance; community development and quality of life initiatives; leadership programs for established leaders and young professionals; advocacy at the local, state and federal levels; and educational and workforce investment. The Chamber's unique role in the community includes an active Military & Veterans Affairs Committee that works closely with the four area military installations, the Chamber-sponsored annual Sioux Empire Livestock Show to showcase the importance of agriculture in the region, and the Community Appeals Committee regularly convenes to qualify and provide the orderly scheduling of capital fund drives of area nonprofit organizations.

The Chamber's \$3+MM budget is generated from membership, programming and Forward Sioux Falls (FSF). FSF is a joint venture nonprofit economic development partnership between the Chamber and the Sioux Falls Development Foundation, first launched over 30 years ago. FSF has witnessed the creation of nearly 70,000 new jobs, over \$7BB in construction and over 31,000 new housing units since 1990.

The Chamber has a 19-member Board of Directors and a 17 member staff. More information on the Chamber can be found on our website www.siouxfallschamber.com