



Position Description

POSITION TITLE: Public Policy Manager

POSITION CLASSIFICATION: Full-time/Hourly

POSITION SUMMARY PURPOSE

Support the public policy and advocacy programs on the local, state, and national levels through research, lobbying and active communication to members. Identify and support key programming geared toward small businesses.

REPORTING RELATIONSHIP Reports to: Vice President of Public Policy

QUALIFICATIONS

- Excellent written and verbal communication skills.
- Strong organizational, planning and time management skills.
- Excellent interpersonal and customer service skills.
- Strong attention to detail and problem-solving skills.
- Ability to take initiative and work independently.

RESPONSIBILITIES AND DUTIES

- Serve as the Chamber's supporting lobbyist at all levels of government, building professional relationships with elected leaders and government employees. Represent the Chamber at Sioux Falls City Council, Sioux Falls School Board and County Commission meetings. Travel in state frequently and out of state occasionally.
- Research and remain informed on developing local, state and national public policy and legislative initiatives relative to the Chamber's mission.
- Develop and maintain an active file of Issue Briefs to summarize public policy issues with detailed research while informing Chamber leadership and members.
- Work with a team to communicate policy positions and issues to Chamber members and stakeholders. This includes writing articles for publication in weekly emails and monthly magazines, interacting with the media, maintaining the legislative bill tracker, and producing the annual Legislative Report.
- Assist in development of the Chamber's Annual Legislative Platform and Policy Statements.
- Support the administration of the Chamber's political action committee (BIZPAC).
- Provide leadership in the execution of policy-related events such as Good Morning Sioux Falls, Inside Washington, Sioux Falls Day at the Legislature, candidate/issues forums and debates.

- Manage volunteer committees: Issues Management Council subcommittees and Military & Veterans Affairs Committee.
- Organize and manage small business-focused programming including Business Sense Workshops and the annual Cybersecurity Conference.
- Manage the Military & Veterans Affairs committee and provide leadership on the Armed Forces Day and Veterans Day ceremonies.

EDUCATION AND EXPERIENCE

- Bachelor's degree in political science, public policy, communications or similar field.
- Experience working with teams to develop solutions.
- Proficiency in Microsoft Office products and social media.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer, with intermittent walking and climbing stairs.
- Able to lift 20 pounds periodically, while squatting and/or bending.
- Hold a current driver's license.

TO APPLY: To apply, send cover letter, resume and list of references to Mitch Rave at mrave@siouxfalls.com