GREATER SIOUX FALLS CHAMBER OF COMMERCE

Position Description

POSITION TITLE: Public Policy Manager
POSITION CLASSIFICATION: Full-time/Salary

POSITION SUMMARY PURPOSE

The Public Policy Manager advances the Greater Sioux Falls Chamber of Commerce's mission by supporting advocacy, government affairs, member engagement, and public policy initiatives at the local, state, and federal levels. This position serves as a key resource for Chamber members, volunteers, elected officials, and community partners by researching policy issues, coordinating advocacy efforts, communicating legislative developments, and supporting member-driven public policy priorities.

REPORTING RELATIONSHIP: Reports to: Vice President of Public Policy

RESPONSIBILITIES AND DUTIES

- Research public policy issues and provide written and verbal updates as necessary for Chamber members and volunteer committees.
- Develop the Chamber's Annual Legislative Platform and Policy Statements, In coordination with the VP of Public Policy.
- Build and maintain productive relationships with elected officials, government staff, community leaders, and advocacy partners.
- Assist with the Annual South Dakota State Legislative Report and the Chamber's Bill Tracker.
- Research and remain informed on developing local, state, and national public policy and legislative initiatives related 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.
- Support the Chamber's lobbying efforts at all levels of government.
- Support volunteer leaders and committees by facilitating discussions, preparing agendas, coordinating communications, and implementing committee priorities. Chamber committees include: Issues Management Council, BIZPAC, Legislative Issues Committee, and Military & Veterans Affairs Committee.
- Represent the Chamber at Sioux Falls City Council, Sioux Falls School Board, and County Commission meetings as needed.
- Provide leadership and support to prepare for and execute events such as Good Morning Sioux Falls, Inside Washington, D.C. Fly-in, U.S. Chamber Civics Bee, forums and debates, Sioux Falls Day at the Legislature, Armed Forces Day, and Veterans Day.

- Support VP of Public Policy with media relations and provide written support for Chamber News, Chamber Advocate, weekly e-bulletins, and emails to chamber leadership and membership.
- Serve as a resource for members seeking information regarding public policy issues and legislative developments.
- Collaborate across Chamber departments to support membership, communications, leadership programs, strategic initiatives, and more.
- Represent the Chamber professionally at community meetings, public events, and member events.
- Special assignments as needed.

EDUCATION AND EXPERIENCE

- Bachelor's degree in political science, public policy, communications or similar field.
- Deep understanding of the systems of government and the legislative process.
- Experience working with teams to develop solutions.
- Proficiency in Microsoft Office products and social media.

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.
- Ability to build relationships with diverse stakeholders and facilitate productive discussions.
- Strong public speaking and presentation skills.
- Ability to analyze complex issues and communicate them effectively to varied audiences.
- Ability to manage multiple projects and deadlines in a fast-paced environment.
- Commitment to professional conduct, confidentiality, and representing the Chamber positively within the community.

PHYSICAL REQUIREMENTS

- Travel in state and out of state occasionally.
- 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.
- Environment: Fast-moving, highly collaborative, member-focused
- 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