



Job Title:	Manager, Government Relations	Position Type:	Exempt / Full-Time
Department:	Advocacy	Reports to:	Vice President, Government Relations

Position Summary

This role is responsible for leading the local government and infrastructure advocacy function for the Greater Austin Chamber of Commerce, with a primary focus on Austin City Council. This includes leading the development and implementation of the Chamber’s annual work plan in support of Chamber Board-adopted advocacy positions related to local government, regional mobility, aviation, and infrastructure. This position will influence policies and programs that support the Austin Chamber’s goal of making Austin and Central Texas the best place to live, work and thrive in the world.

Roles and Responsibilities

- Support the Vice Chairs of Local Government & Infrastructure and the Aviation Committee Chair in leading the Chamber’s relevant committees. Regular tasks include drafting committee meeting agendas, securing speakers, drafting policy recommendations for consideration and informing members on updates.
- Monitor local government policies and resolutions under consideration at all levels of government with particular attention to Austin City Council and Travis County as well as mobility policies and resolutions under consideration at all levels of government.
- Consistent with Board-adopted positions, represent the Chamber at public engagement opportunities, including written and spoken testimony at the local, regional and state level as needed.
- Developing and maintaining familiarity in local and regional policy priorities such as climate, water, energy, aviation, transportation, utilities, broadband, housing, tax, economic development, and public safety.
- Building relationships with local elected officials and regional partners.
- Work with the Customer Experience and Programs teams to develop and host the Chamber’s annual Infrastructure Summit event.
- Collaborate with the Director of Communications to increase awareness of key issues and ensure message consistency.
- Collaborate with the Vice President to provide strategic support to the Board of Directors.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 3-5 years of experience in public affairs, public administration, government relations, lobbying, communications or other related role.
- Bachelor's degree in political science, public administration, communications or related field.
- Demonstrated experience working with and advising executive leadership.
- Experience working with partner agencies and stakeholders to advance organization priorities.
- Strong analytical and project management skills.
- Excellent verbal and written communications skills.
- Demonstrates a working knowledge of general office skills, internal procedures, and computer software skills (Microsoft Word, Outlook, Excel, Power Point), as well as association/ database management system experience.
- Open to taking direction and learning new skills
- Able to multi-task and work a variety of types of projects with short deadlines



- Enjoy working collaboratively with a team and working independently, demonstrate good judgment and willingness to follow instructions, take initiative, and supervise interns.

PREFERRED SKILLS

This position requires an individual who possesses the following qualities and skills and has a desire to be part of an energetic, fast-paced team:

- Possess relevant policy experience related to Austin City Council and regional infrastructure issues.
- Enjoy working with chambers of commerce and business leaders.
- Have experience working in one or more of the following fields: local government, state government, public administration, non-profit advocacy, municipal lobbying, public policy.
- Possess strong communication, interpersonal and public speaking skills.
- Demonstrate progressive levels of responsibilities and project management throughout their career.
- Exhibit attributes consistent with the Austin Chamber’s core-values: service-oriented, professional, enthusiastic, entrepreneurial, and dependable.
- Have experience working with or be comfortable learning Asana, HubSpot, NetSuite and Zoom.
- Professional, “can-do” demeanor
- Energetic, highly motivated, self-starter
- Team player with positive attitude
- Excellent organizational skills

ADDITIONAL NOTES

The Greater Austin Chamber of Commerce is an equal opportunity employer and does not tolerate harassment, discrimination, or retaliation. This position is based in Austin, TX. This individual will be permitted to work in a hybrid remote/in-office arrangement, for the time being. This individual will be expected to work in the office 3 days a week and as needed after a 30-day provisional period of working in the office 5 days/week. Some events that fall outside of regular working hours may be required. This position pays \$55,000 - \$65,000 annual salary. This position includes a competitive comprehensive healthcare plan and contributions toward a retirement fund. All candidates must pass a background check.

I understand that all pre-employment screening activities are conducted in compliance with federal and state employment laws. Background checks are completed during the post-offer stage of the employment process in compliance with the Fair Credit Reporting Act requirements.

I also fully understand the content of this job description, have had the opportunity to ask questions regarding this job description, and have had the job duties and responsibilities, qualifications, and physical demands and working conditions explained to me. I am capable of performing the essential functions of this job with or without reasonable accommodation. If I need accommodation, I will ask the hiring manager for it. I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Applicant Signature: _____ Date: _____

Last Updated By:	Emily Alley	Date:	1/8/24
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