



## **JOB POSTING**

### **Senior Vice President, Government Relations**

#### **Background**

The Senior Vice President, Government Relations will lead and oversee effective advocacy efforts at all levels of government according to the priorities adopted by the Austin Chamber of Commerce Board of Directors and under the direction of the President and CEO.

#### **Roles and Responsibilities of the Senior Vice President**

##### **General Duties**

- Develop annual work plan and budget for Government Relations. Responsible for meeting budget goals and work plan expectations for relevant areas under supervision that include:
  - Local issues, State issues, Federal issues
  - Regional Infrastructure and Mobility (including Air Services)
- Lead Chamber member engagement efforts in support of Chamber Board-adopted priorities:
  - Support relevant volunteer Vice Chairs in their leadership of member committees
    - Government Relations (Local and State, Federal)
    - Civic Engagement
    - Regional Infrastructure
  - Monitor public policy issues that may affect regulatory climate and cost of business in Central Texas
  - Develop recommended positions on policies for consideration by the Board of Directors
  - Lead advocacy efforts in support of Chamber Board-adopted priorities. Examples include, but are not limited to, public testimony (written and spoken) and calls to action (public hearings, communications with elected officials)
- Develop and maintain relationships with elected officials and public sector staff officials relevant to Chamber Board-adopted priorities
- Develop and maintain relationships with partner organizations (local, regional, state, national) to advance advocacy priorities of the Austin Chamber of Commerce
- Direct staff reports under supervision include:
  - Vice President, Federal/State Advocacy
  - Vice President, Regional Infrastructure & Mobility

## **Project Management**

- Develop project work plans, clearly communicate expectations of colleagues, regularly monitor and report progress to internal and external stakeholders, and summarize project outcomes for internal and external communications
- Oversight and/or direct responsibility for major events including, but not limited to:
  - Annual delegation visit to Washington, DC (direct responsibility belongs to Vice President, Federal/State Advocacy)
  - Engagement with members of the Central Texas State Legislative delegation such as Legislative Priority Agenda preview session and Day at the Capitol (direct responsibility belongs to Vice President, Federal/State Advocacy)
  - Annual InterCity Visit: delegation visit features community best practices of peer destination region. Responsibilities include securing registration of 100+ participants, securing sponsorships, and planning the logistics of the event (speakers, briefing materials, venues, transportation)

*This job posting is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.*

## **Compensation**

Compensation is competitive for the position. The position is a full-time, exempt position eligible for all appropriate Chamber fringe benefits.

## **Minimum Qualifications:**

- 10+ years of experience in a relevant field such as government relations or public policy
- 5+ years of management/supervisory experience
- Bachelor's degree (or equivalent)
- Demonstrated experience in developing and maintaining relationships with influential leaders

## **Preferred Qualifications**

- 15+ years of experience in a relevant field such as government relations or public policy
- 10+ years of management/supervisory experience
- Master's degree (or equivalent)

## **Additional Notes**

- Work schedule must align with preparing for and attending public meetings (including evenings and weekends) posted to discuss and consider Chamber Board-adopted priorities
- Must be able to travel in support of work plan expectations (including, but not limited to, annual Washington, DC visit and annual InterCity Visit)

## **Contact:**

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