

Our mission is to be the leader in creating a thriving business environment with growth opportunities for our members by **Connecting, Advocating, Saving, and Educating.**

Indy Chamber

Job Expectations

Title	Manager of Policy and Political Affairs	Exempt
Reports to	Chief Policy Officer	Date last revised: May 10, 2018
Supervises	N/A	
Summary	<p>Manager of Policy and Political Affairs contributes to Chamber goals of membership, community, revenue, and relationship growth through coordination and implementation of business advocacy grassroots communication, political activities, and related programming on both a local and state level to support Chamber positions and issues of concern to the Central Indiana business community. Manager of Policy and Political Affairs manages and supports volunteers engaged in those initiatives.</p> <p>Manager of Policy and Political Affairs stakes an active role in the political process by working with the Business Advocacy and Communications teams to communicate political efforts and policy positions to help achieve member awareness and engagement in Business Advocacy activities. Manager of Policy and Political Affairs will work with Chamber members, local and state public and elected officials, volunteers, business leaders, etc. to build relationships and coalitions to further the efforts of the Chamber’s public policy goals.</p> <p>Manager of Policy and Political Affairs is responsible for securing funding sources, including direct raising of money or other forms of grants/underwriting to support the political efforts of the Chamber.</p> <p>Manager of Policy and Political Affairs is a visible representative of the Chamber, and must maintain an exemplary manner of business and professionalism at all times.</p>	
Evaluation of performance	Performance will be evaluated based on meeting the requirements of the job description; meeting specific goals and performance metrics for the position; working according to all policies and standards set by the Chamber; and consistently demonstrating established Chamber values.	
Performance metrics	Performance metrics for this position will be established annually based on: Meeting deadlines; attendance at required meetings, events, etc.; positive feedback from stakeholders.	
Key outcomes expected	<p>Reporting directly to the Chief Policy Officer and working in conjunction with members of the advocacy team, the Manager of Policy and Political Affairs will be responsible for the following:</p> <p>Business Advocacy Committee:</p> <ul style="list-style-type: none"> • Fundraising including: strategy, budgeting, solicitations and event planning • Candidate background research, screening and vote analysis • Plan and coordinate BAC events • Coordinate BAC meetings with the BAC Chair and the Chief Policy Officer • Coordination of political campaign/caucus activities • Prepare state and local Campaign Finance reporting 	

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	<p>Policy Research & Analysis:</p> <ul style="list-style-type: none"> • Assist Business Advocacy Team in data collection and analysis on pending public policy issues and initiatives of the Chamber at the local, state and federal levels • Development of policy position statements for consideration by the Chamber’s policy committees, executive committee and board <p>Advocacy Outreach/Communications</p> <ul style="list-style-type: none"> • Coordinate schedules of BA and Communications departments • Implement comprehensive bill-tracking system for all BA advocated or interested bills • Develop system for internal & external communications & activation protocols relating to legislative agenda and political activities • Working with the Chief Policy Officer and Legislative Director, represent the Indy Chamber’s policy interests at the local, regional and state levels <p>Additional:</p> <ul style="list-style-type: none"> • Coordinate advocacy activities on special projects related to strategic Chamber initiatives • Additional duties as assigned
<p>Critical skills, knowledge, and behaviors</p>	<p>Demonstrates understanding of public policy and political landscape throughout Indiana with emphasis on Marion County and Central Indiana, i.e. how a bill becomes a law, roles and relationships of public decision makers, the political process.</p> <p>Demonstrates working knowledge of local government processes and key players.</p> <p>Demonstrates in-depth knowledge of and experience with political initiatives.</p> <p>Able to manage an overall process of a project, including:</p> <ul style="list-style-type: none"> • Setting and meeting schedules, • Prioritizing and following up on tasks, • Have the ability to multi-task with multiple requests, meeting multiple deadlines, and performing responsibilities efficiently and timely (time management). <p>Demonstrates effective verbal, written, and e-mail communication skills.</p> <p>Demonstrates effective interpersonal skills; must be able to effectively communicate with a variety of individuals with diverse backgrounds, education, economic levels, and roles within an organization and at various levels of state and local government; must be able to effectively communicate with persons with differing political affiliations.</p> <p>Demonstrates ability to communicate difficult/sensitive information tactfully.</p> <p>Demonstrates strong facilitation and presentation skills. Can facilitate both large and small group presentations and meetings.</p> <p>Demonstrates effective analytical, problem solving, and decision-making skills:</p> <ul style="list-style-type: none"> • Can gather and analyze data and information and draw conclusions • Can conduct research from an objective perspective, • Able to think logically and analytically.

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	<p>Demonstrates effective conflict management skills.</p> <p>Able to negotiate with and influence others. Able to effectively manage and influence volunteers.</p> <p>Demonstrates customer service orientation with both internal and external customers.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision.</p> <p>Works well in a team environment and as part of a team. Can lead a team through to completion of a project or task.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).</p> <p>Demonstrates familiarity with the Greater Indianapolis area, significant companies, and individuals of influence and leadership.</p>
Experience, education, degrees, licenses	<p>Bachelor's Degree, preferably in the areas of public affairs, political science, policy analysis or related fields.</p> <p>Experience in political campaigns or grass roots/grass tops activation, policy research and analysis is a plus</p>
Physical demands	<p>Must be able to work proficiently with computers and other office equipment.</p> <p>Travel approximately 35% as relates to the Chamber committee and related task groups, and Chamber sponsored events and meetings.</p>
Work environment	<p>Work is performed in an office environment or other business type setting.</p> <p>Work is often conducted before, during, and after traditional business hours (i.e. 8-5).</p>
Received	