



The Indy Chamber’s mission is to drive economic growth in Central Indiana by bringing job and investment opportunities to the region, advocating for a pro-growth business climate, and connecting businesses to resources and each other.

Job Description

Position	Project Manager, Business Advocacy	Status: Exempt
Reports to	Vice President, Policy & Strategy	Revision Date: 05/24/2022
Scope	N/A	
Job Summary	<p>The Project Manager for Business Advocacy is a highly visible representative of the Chamber and must always display an exemplary manner of business and professionalism. To assist external civic efforts and support internal strategic initiatives, economic development efforts, and policy priorities, this position will serve as a trusted resource, thought partner, and implementor, with strategic project management responsibilities.</p> <p>This position will assist the Vice President, Policy & Strategy on the Business Advocacy team with the policy development process and Indy Chamber legislative agenda, as well as coordinating with Policy Council chairs, strategic initiative partners, and Indy Chamber volunteer leaders to support key Accelerate Indy Deliverables.</p>	
Principal Accountabilities	<ul style="list-style-type: none"> ● Supports strategic project management, stakeholder convening, and outreach activities to drive progress for strategic initiatives, special projects, and key policy efforts ● Supports legislative agenda and policy development, elected official relationship management, and legislative outcomes ● Supports outcomes on Business Equity for Indy, Inner Loop, and assist on Accelerate Indy and other regional economic development projects by participating in work planning, implementation efforts, and tracking budget and deliverables on these, and other, major strategic initiatives—all of which incorporate multiple projects, components, and funding sources ● Directly supports the Indy Chamber’s strategic initiatives by identifying, researching, and socializing public policy implications and solutions ● Assists with maintaining strategic relationships with organizations, partners, and various community stakeholders, including local and state elected officials, members of the business, non-profit, community, and philanthropic sectors in accordance with Indy Chamber’s policy priorities, strategic initiatives, and special projects ● Provides tactical and strategic support for key Indy Chamber initiatives and project staff, leveraging connections to aligned civic initiatives to optimize for efficiency, to solve for bottlenecks, and drive progress against metrics ● Maintains an active awareness and knowledge of civic, community, and policy issues to better relate to business interests and Indy Chamber initiatives and represents the Indy Chamber’s interests on advancing civic issues ● Supports strategy development for policy priorities, leveraging strategic initiatives as an evidence base, and interfacing with volunteer leadership and aligned partners to advance policy priorities 	



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	<ul style="list-style-type: none"> Provides support for Local Government and Fiscal Policy Council, Health Policy Council, Education and Workforce Council, TIE Council and priorities related to strategic initiatives.
Preferred Qualifications	<p>Bachelor's, preferably in fields of public affairs, public policy, urban planning, business, economics, communications or related fields; Master's Degree a plus</p> <p>Project management experience</p> <p>Experience in working with volunteer teams</p>
Preferred Competencies	<ul style="list-style-type: none"> Demonstrates understanding of public policy administration, roles and relationships of public decision makers, the political process. Demonstrates working knowledge of local government processes Demonstrates effective verbal, written, and e-mail communication skills. 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. Demonstrates ability to communicate difficult/sensitive information tactfully. Demonstrates familiarity with the Indy Chamber scope and strategic interest. Demonstrates strong facilitation and presentation skills. Can facilitate both large and small group presentations and meetings. Demonstrates effective analytical, problem solving, and decision-making skills Can gather and analyze data and information and draw conclusions Can conduct research from an objective perspective Able to think logically and analytically. Demonstrates effective conflict management skills. Able to negotiate with and influence others. Able to effectively manage and influence volunteers. Demonstrates customer service orientation with both internal and external customers. Proactive in anticipating and alerting others to problems with projects or processes. High detail orientation and accuracy. Takes initiative and needs little supervision. Works well in a team environment and as part of a team. Can lead a team through to completion of a project or task. Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail). Demonstrates familiarity with the Greater Indianapolis area, significant companies, and individuals of influence and leadership.
Working Conditions	<p>Work is performed in an office environment or other business type setting. Work is often conducted before, during, and after traditional business hours 8:00a.m. to 5:00p.m</p>
Physical Demands	<p>Must be able to work proficiently with computers and other office equipment. Travel approximately 50% to member locations, Statehouse, City offices, Chamber sponsored events and meetings.</p>



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Equal Employer Opportunity	Indy Chamber is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.
Acknowledgement	