

JOB DESCRIPTION

JOB TITLE: MANAGER OF POLITICAL AFFAIRS
DEPARTMENT: GOVERNMENT AFFAIRS
REPORT TO: DIRECTOR OF GOVERNMENT AFFAIRS
WAGE CATEGORY: EXEMPT

JOB STATEMENT

Reporting to the Director of Government Affairs, this position is responsible for working on public policy issues, and political affairs initiatives by assisting and providing support of the implementation of the Chamber's government affairs strategy. Coordinates and assists with the Chamber's positions and statements on political and policy issues relevant to the business community at the local, state, and federal levels. Assistants in helping advocate the Chamber positions, including lobbying activities before local governments and at the State Legislature. Proactively works with the Government Affairs Committee, the volunteer committee charged with overseeing the Chamber's policy program. Manages the Chamber's political affairs activities as it relates to independent expenditures for state and local races as designated by the Government Affairs Committee.

ESSENTIAL FUNCTIONS/OBJECTIVES

General Duties:

- Knowledge of the functions, laws, ordinance and operations of state, local, and federal government functions
- Identify issues or policy areas to explore, collect, and analyze information relating to Nevada's business community
- Evaluate the impact of the policy and solutions already undertaken or regulations being proposed by government entities or agencies
- Assist in developing policy positions for materials and communication to members and stakeholders
- Ability to gather information, analyze data, evaluate public policy issues, make recommendations, and prepare written and oral reports
- Archive and maintain policy positions for future resource needs
- Assist in local government lobbying activities per the direction of the Director of Governments which includes attending county and council meetings, scheduling meetings with local government officials and staff
- Draft policy message for approval by Senior Vice President of Government Affairs and the Director of Government Affairs
- Draft key messages for Board of Trustees and Government Affairs Committee based on policy positions developed at the direction of the Senior Vice President of Government Affairs and the Director of Government Affairs
- Develop and maintain talking points for briefings for approval by Senior Vice President of Government Affairs and the Director of Government Affairs
- Prepares external and internal communications materials related to public policy positions and government affairs related activities and events including the Government Affairs' newsletter The Rundown and the Chamber's monthly magazine, Taking Care of Business
- Working as a liaison with Chamber's Communication, Marketing, and Membership departments on necessary information
- Coordinate government affairs calendar submissions on the website and work with the Marketing department to drive notifications to members
- Assist and coordinate both external and internal presentations by Chamber leadership, staff, committee members and external speakers
- Engage and assist with the planning and organization of annual Washington, DC Fly-in, which includes developing and write policy for the Briefing Book, event set up, and venue management
- Assist other team members on recurring events and projects as needed

- Support Government Affairs priorities as directed
- And other duties as assigned

Political Affairs:

- Researches state and local business-related political issues to help keep members informed of key issues and to assist in the development of policy positions as directed by the Senior Vice President of Government Affairs and Director of Government Affairs
- Responsible for assisting the Chamber on political affairs matters at the local level as well as at the state and federal levels of government as directed by the Senior Vice President of Government Affairs and Director of Government Affairs
- Builds and maintains professional relationships with political operatives, vendors, and consulting firms
- Responsible for briefing senior staff and the Government Affairs Committee on state and local political issues and elections
- Work with the Director of Government Affairs in recruiting and training talent for the successful implementation of political campaigns and independent expenditures campaigns
- Collaborates with the Director of Government Affairs in the development and management of a field strategy with defined goals and action steps. Lead relationship and engagement tracking efforts and work with the organizing team to develop and implement a comprehensive campaign which includes but limited to walk teams, digital assets, and printed materials
- Comprehension and utilization of voter identification programs and related information
- Compiles regular reports of campaign performance and results
- Improves new campaigns using data and feedback from existing and previous projects
- Supervises the execution, monitoring and measurement of campaign initiatives and their success
- All other duties as assigned

Southern Nevada Forum:

- Responsible for coordinating and organizing one Southern Nevada Forum Committee as assigned by the Director of Government Affairs, which includes the meeting schedule and policy priorities for that particular committee
- Works with the Chamber's Director of Government and the City of Las Vegas liaison in coordinating meeting schedule and presentations in conjunction with legislative co-chairs
- Provide regular updates to Director of Government of Affairs on the status of the committee's work and progress during the Interim Legislative Period
- Manages the committee's legislative priorities during the legislative session in conjunction with the Director of Government Affairs

Research, Analysis, Writing and Policy Responsibilities:

- Responsible for the management, research, and analysis of legislation, government rulemakings, government policies and programs and produces reports on potential impacts on Nevada's business community.
- Manage local government and state agency agendas for review by the Senior Vice President of Government Affairs and Director of Government Affairs
- Analysis and develops recommendations based on information provided by subject matter experts to help determine how a particular issue might affect the Chamber's public policy objectives
- Support the implementation of Chamber's public policy agenda at the local, state and federal levels of government and monitor progress
- Work with the other members of the Chamber's Government Affairs staff to draft papers, author reports, and create accessible presentations of research results and policy recommendations to a wide array of audiences
- Develops reports, fact sheets, and other materials for the Congressional delegation, State Executive Branch, State Legislature, municipal officials, and other groups
- Works with the government affairs department to craft legislative and policy priorities based on detailed research, and move toward legislative and policy solutions

- Conduct membership surveys on policy issues that may impact their businesses on issues such as labor, taxes, healthcare, education, and government operations
- Responsible for inputting and updating Government Affairs data into the Chamber's database system

Administrative Responsibilities:

- Provides logistical support to the Government Affairs team for both in-person and virtual meetings
- Responsible for ensuring government affairs content is updated and accurate on the website
- Manages the sponsor fulfillment benefits for GA related activities and events as directed
- Works with the Government Affairs department to help and assist events as directed

JOB SPECIFICATIONS

- Bachelor's degree in political science or related field preferred
- 1-3 years of experience in political fundraising, political operations, and familiarity with state and local campaigns as it relates to government agencies, preferred
- Must have an understanding of politics in the State of Nevada
- Experience in building and maintaining quality relationships with volunteers and donors
- Exhibits a general understanding of public policy issues in Nevada at the federal, state and local government levels, and a solid understanding of government functions within the State of Nevada
- Previous work with government or in the public policy area preferred
- Detail oriented, highly organized, self-starter, creative, customer service oriented, strong verbal and written skills, solution oriented
- Ability to manage multiple priorities simultaneously
- Experience and proficiency in database, Excel and MS Word
- Ability to make decisions independently
- Capable of maintaining sensitive/confidential information
- Full-time position with ability to work flexible weekly hours and weekends as required
- Some travel required