ORGANIZATION: The San Francisco Chamber of Commerce is the largest and most influential business membership organization in San Francisco. The Chamber serves more than 200,000 employees from companies of every size and industry in San Francisco and across the Bay Area. Acting on our mission to attract, support and grow business in San Francisco, the Chamber delivers more than 250 programs and events each year and advocates for a prosperous economy and high quality of life for everyone who lives, works and visits the city. For more information, visit SFChamber.com

JOB TITLE: Manager, Small Business

EXEMPT: Yes  DIVISION: Public Policy

LOCATION: 235 Montgomery Street, Suite 760, San Francisco, CA 94104

REPORTS TO: President and CEO; Membership Director

SUMMARY: To lead the San Francisco Chamber of Commerce’s outreach, engagement and advocacy with the small business community. We are looking for someone who wants to understand what it takes to be a small business in San Francisco, dive into the challenges and help connect to solutions. A networker who loves getting to know businesses, working together with our partner organizations and thinking outside the box to develop new programming and approaches to expand our small business membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as point person for small business members and partnership relationships including the Council of District Merchants, the Golden Gate Business Association and the Small Business Network.
- Cultivate and grow the Chamber’s small business membership; including leading the effort to actively recruit new small business members, retaining and engaging current small business members, and planning the Chamber’s overall small business membership strategy
- Be an advocate for the Chamber’s small business initiative, ensuring the organization’s brand is visible across all merchant associations, Business Improvement Districts, Community Benefit Districts and partnerships
- Work in partnership with the City’s Office of Economic and Workforce Development to support several city programs including SFBizConnect, an initiative to encourage large businesses to
allocate spending to local small business, Shop Small Saturday as well as neighborhood small business pop-ups.

- In partnership with the Events Team, create small business facing programs including Neighborhood Business Summits; and attend after hours community programs and events
- In partnership with the Events Team, develop San Francisco Small Business Week, which include
  - Serve as the Chamber representative on the Small Business Week Committee
  - Assisting in planning programming and sourcing speakers
- Work collaboratively with membership department and other Chamber staff in order to identify and successfully fulfill sponsorships
- Work closely with the Public Policy Team on all Small Business-related advocacy

OTHER DUTIES AND RESPONSIBILITIES:

- Other duties as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor’s degree or equivalent
- Demonstrated management of project timelines and exceptional organizational skills
- Must be able to juggle multiple priorities in a fast-paced and cross-functional team environment
- Proven project management, time management and organizational skills
- Exceptional written and verbal communications skills. Ability to produce clear, compelling and persuasive writing on a wide range of topics for diverse audiences.
- Experience managing budgets and external partners/agencies/clients
- Experience working with membership organizations a plus
- Knowledge of public policy and local/state government a plus
- Must be able to work flexible hours (evening, weekend, early morning), as needed

EDUCATION and/or EXPERIENCE: Minimum of 4+ years of experience in positions whose primary responsibilities included: organization management, community relations, public policy, communications, small business or advocacy.

OTHER SKILLS and ABILITIES: Strategic, organized and energetic team player who can work independently, as well as with diverse project teams, to manage multiple simultaneous projects on short deadlines while delivering high quality results.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
These demands include, but are not limited to: standing for extended periods of time, occasionally lifting boxes which weigh 20 lbs. or more

**COMPENSATION:** Compensation commensurate with experience. The Chamber also provides a generous benefits package that includes medical, dental, vision, life insurance and 401(k) with employer matching (subject to annual Board of Directors’ approval). This position enjoys 10 paid holidays and two floating holidays per year, and up to 10 days paid vacation time on an accrual basis per year (increases after 3 years’ employment), and up to 12 days Sick time per year.