



SAN FRANCISCO CHAMBER OF COMMERCE JOB DESCRIPTION

ORGANIZATION: The San Francisco Chamber of Commerce is the largest and most influential business membership organization in San Francisco. The Chamber serves more than 800,000 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 200 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 www.SFChamber.com.

JOB TITLE: Director, Public Policy and Press Relations

EXEMPT: Yes

DIVISION: Public Policy

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

REPORTS TO: President & CEO

SUMMARY: The Director, Public Policy and Press Relations carries out the San Francisco Chamber's public policy agenda. Working with the President & CEO, the Director, Public Policy & Press Relations works in partnership with Chamber members and staff and others to craft and disseminate public policy positions that support the Chamber's goals of sustaining San Francisco's economic viability and improving its business climate. This Director position is also responsible for Press Relations and will be tasked to plan and execute Communication strategies for the Chamber.

RESPONSIBILITIES

- Public Policy Responsibilities
 - Manage and develop Public Policy staff
 - Cultivate, staff, and guide the Public Policy Committee, Public Policy Working Groups, and Chamber of Commerce membership
 - Plan and execute legislative advocacy strategies and electoral campaigns
 - Track and analyze relevant local and state legislation
 - Represent the SF Chamber of Commerce as a registered lobbyist and spokesperson in City Hall, Sacramento, and Washington D.C.
 - Develop and coordinate a grassroots effort of businesses and business leaders to testify and lobby at City Hall
 - Fundraise and develop the Chamber of Commerce PACs
 - Provide cross-functional leadership and direction to Chamber of Commerce teams in sales, events, marketing, etc.
 - Manage and build relationships with trade associations, labor unions, community organizations, neighborhood associations, non-profit organizations, and

advocacy groups

- Press Relations Responsibilities
 - Manage and develop Press Relations and External Communications staff
 - Cultivate and develop relationships with journalists, writers, and media outlets
 - Discover and utilize opportunities to showcase the Chamber of Commerce in local and national press
 - Plan and execute communication strategies regarding the Chamber of Commerce
 - Coordinate external communication strategies with the events, policy, sales, and marketing team
 - Create and publish regular content (columns, guest op-eds, infographics, quotes) from the Chamber of Commerce, its CEO, and its leading members
 - Build out the Chamber of Commerce presence in neighborhood newspapers, local media outlets, digital media, and national publications
 - Respond to inquiries from media and press outlets
- Strategic Responsibilities
 - Develop and execute a 3-year strategy to expand the Chamber of Commerce's presence in neighborhood, local, national, and digital media
 - Develop and execute a 3-year strategy for the Chamber of Commerce PAC, including fundraising, elections, issue advocacy, and candidate development.
 - Develop and execute a 3-year strategy for the Chamber of Commerce lobbying and legislative advocacy, including grassroots organizing, thought leadership, white papers, lobbying, and membership development
 - Build organizational capacity and infrastructure in the Public Policy team
 - Identify unique opportunities and collaborations for long-term public policy success
 - Build lasting coalitions and partnerships between the Chamber of Commerce and trade associations, labor unions, community organizations, neighborhood associations, non-profit organizations, and advocacy groups

REQUIRED EXPERIENCE/SKILLS:

- Bachelor's degree or equivalent, plus 5 years minimum experience in the field of public policy. Related educational background/graduate degree a plus.
- Demonstrated management of project timelines and exceptional organizational skills
- Demonstrated knowledge of local, state and federal legislative processes, public policy issues related to the Chamber's mission. Familiarity with local issues and individuals in elected and appointed positions, agency staff, civic leaders and others who work on policies and programs related to issues important to the Chamber
- Excellent oral and written communication skills, and the ability to represent the Chamber professionally in public forums

OTHER SKILLS and ABILITIES: Entrepreneurial problem solver exuding a high degree of professionalism and the ability to manage priorities to deliver high quality results. Existing relationships with external and internal Bay Area partners is important.

COMPENSATION: Compensation commensurate with experience. The Chamber also provides a generous benefits package that includes: medical, dental, vision, life insurance and 401(k) compensation program with employer matching (subject to annual Board of Directors' approval). This position enjoys 10 paid holidays, plus two floating holidays per year, and up to 15 days paid time off on an accrual basis per year (increases after 3 years' employment).

ALL APPLICANTS MUST SUBMIT A COVER LETTER WITH RESUME AND MUST INCLUDE SALARY EXPECTATIONS IN ORDER TO BE CONSIDERED.

Thank you for your interest in the San Francisco Chamber of Commerce!