

## Job Description

**Job Title:** Policy Director  
**FLSA:** Exempt  
**Date:** January 2019

### Job Summary:

Lead staff person for political, policy and legislative affairs for JAX Chamber and JAXUSA Partnership. Responsible for building and maintaining relationships at the local, state, federal and international levels of government in order to advocate on behalf of Northeast Florida on policy issues affecting the business community. Oversees JAX Alliance, the advocacy arm of JAX Chamber, and organizes volunteer leaders to advocate on key business issues. Manages the Chamber's state and federal Political Committees. Works closely with Member Relations to identify and connect Chamber members to be involved on policy issues, and with the Chamber's Communications Director on communicating the Chamber's position on key issues. This position is also responsible for the management of any outside policy consultants and/or external coalitions. The director will also need to interact on a regular basis with outside legal counsel on Local, State and Federal election law. Reports to Chief Public Affairs Officer.

### Essential Duties and Responsibilities:

- Work with Chamber volunteer leadership to identify issues relevant to the business community. Develop and implement plans to engage members in educating the membership and/or public on key issues, as well as advocate or oppose issues impacting the business community at the appropriate levels of government.
- Responsible for the department monitoring local, state and federal and international policy developments; determine impact on business community and recommend Chamber policy. Develop policy agendas at local, state, federal and international levels.
- Prepare and manage budget for JAX Alliance.
- Plan and execute the Chamber's Annual D.C.-Fly-In, as well as trips to State Capitol and Washington DC on an as-needed-basis for appropriate Chamber members and staff to advocate on overall business issues. Coordinate these trips through the JAX Alliance chair and appropriate committee chairs.
- Work with Political Action Committee Chair and board members, in coordinating interviews with the appropriate candidates for public office at the local, state and federal levels. Organize fundraisers and marketing campaign for endorsed candidates. Maintain budget and reporting requirements of JAXBIZ PC and JAX Chamber Committee for Good Government Federal PAC.
- Supervises and manages Policy Manager and other staff assigned to JAX Alliance; assigns specific tasks and monitor completion of assigned tasks; evaluate performance and provide feedback as necessary.
- Ensure all lobbying reports at the local, state and federal levels are properly filed and kept up to date.
- Work with business leaders, military officials and elected officials at the local, state and federal levels to monitor military issues and to insure a continued strong military presence in Northeast Florida.
- Work with JAXUSA Partnership on government-related matters to assist the economic advancement of Jacksonville and the region.
- Work with all Chamber departments as needed on government and policy related matters.
- Develop and implement a fundraising plan for both JAXBIZ and JAX Chamber Committee for Good Government.

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*The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*

### Education and Experience Requirements:

- Bachelor's degree
- 5+ years of experience in advocacy, policy, political and legislative affairs at the local, state or federal level
- Previous work with a membership organization, trade association or Chamber of Commerce is preferred, but not required

### Knowledge/Skills/Abilities:

- Strong working knowledge of city, state and federal Governments, their infrastructure and networks.
- Exemplary interpersonal and communications skills; must be able to prepare volunteer leaders to direct meetings and campaigns, as well as get Chamber members involved in policy and advocacy
- Innovative in creating and developing opportunities for Chamber members to get involved and make a difference on policy issues
- Must work well in collaborative environment and across all Chamber departments, including assisting Member Relations in recruiting Leadership Level investors to the Chamber
- Ability to communicate on all levels of the political process.
- Commitment to work extended and/or irregular hours to perform job duties.
- Ability to travel occasionally, such as to Washington and Tallahassee for legislative sessions and for key meetings and hearings on important business issues, etc.
- Excellent verbal and writing skills for general correspondence; minutes/notes; resolutions; special reports, documents and brochures; and weekly, monthly and quarterly reports, etc.

<b>Skill Requirements: (X = Required for job)</b>			
X	Utilize internet web sites/functions	X	Public speaking/group presentations
X	Utilize word processing software	X	Reasoning and logic
X	Utilize spreadsheet software	X	Leadership and supervisory
X	Utilize database software	X	Retrieve and compile information
X	Typing/computer keyboard	X	Maintain records/logs
X	Analyze and interpret information	X	Verify data and information
X	Ability to communicate verbally	X	Ability to prepare written communications
X	Operate office equipment, fax, phone, calculator, etc.		Basic mathematical concepts (add, subtract, multiply, divide)
X	Investigate, evaluate and recommend action		Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)
X	Organize and prioritize information/tasks		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
<b>Physical Requirements: (X = Required for job)</b>			
X	Sitting for extended periods	X	Lifting up to 20 pounds of office supplies/equipment
X	Extended periods viewing computer screen	X	Carrying up to 20 pounds of office supplies/equipment
X	Walking		Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Standing		Reaching
X	Writing		Grasping
X	Hearing	X	Repetitive Motions
<b>Hazards: (X = Required for job)</b>			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts

## Job Description

<b>Employee Acknowledgement:</b> I have reviewed and understand the requirements stated in this Job Description.	
Employee's Signature	Date