



JOB DESCRIPTION

DIRECTOR OF GOVERNMENTAL AFFAIRS

JOB TITLE: Director of Governmental Affairs

HOURS: Full time, exempt position, 40+ hours/ week, hours vary

LOCATION: San Luis Obispo Chamber Office, 895 Monterey Street, SLO

REPORTS TO: President/ CEO

Lead the Chamber's advocacy, representing the business community by:

- Proactively identifying issues that could impact businesses in the region
- Ensuring that Chamber positions are understood by members, elected officials and the public
- Deepening city, county and state advocacy efforts
- Strengthening strategic partnerships

This is a very visible role within the Chamber membership and community, which coordinates closely with the President/CEO and Director of Communications.

DUTIES & RESPONSIBILITIES

- **Support policy development**
 - Identify issues and speakers, sets agendas, preps chairs and vice chairs for meetings of the:
 - Business & Economic Council
 - Economic Development Committee
 - Legislative Action Committee
 - Ad-hoc task forces and sub-committees as needed
- **Advance Chamber priorities**
 - Meet regularly with elected officials, key staff and their representatives
 - Attend select Board of Supervisors, City Council and advisory body meetings as well as public workshops and community forums
 - Organize and support member advocacy
 - Regularly communicate and coordinate with other lobbying groups
- **Execute Legislative Events**
 - Coordinate topics, speakers and logistics for:
 - Five-six legislative events per calendar year
 - Four Business Visits per year
 - Participate as the Chamber lead in SLO County Housing Summit planning committee
- **Build understanding and community support for policy priorities**
 - Lead written communication of policy-related priorities
 - Act as Chamber spokesperson with media and at community events
 - Write and deliver monthly legislative reports at Good Morning SLO
 - Record monthly legislative update videos

DOES THIS DESCRIBE YOU?

- Resilient – pursues everything with energy, drive; seldom gives up before finishing, is energized in the face of resistance or setbacks.
- Proactive yet patient – plans with urgency and can tell when the time isn't yet ripe for a particular priority.
- News junky – has a passion for local, state and national politics & policy. Understands how to turn information into opportunities.
- Organized & adaptable- is able to balance many tasks and anticipate needs; quickly shift gears and reprioritize.
- Sees the forest & the trees – can quickly see connections between different issues; identify more than one potential course of action; quick to understand nuance. Solves difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; excels with long term strategy and execution.
- Persuasive – loves a good debate and changing minds.

REQUIRED SKILLS, EDUCATION AND CERTIFICATIONS

- Four-year degree or comparable experience in the advocacy and/or communications field
- Knowledge of the local community
- Excellent public speaking and writing skills
- Experience in project and volunteer management and in building and motivating coalitions
- Demonstrated leadership

OTHER SKILLS AND ABILITIES DESIRED

Experience in political action and advocacy, experience in strategic planning with a Board of Directors and staff, negotiation skills, media relations, knowledge of marketing and branding concepts

COMPENSATION PACKAGE:

\$65-\$85,000 per year plus 5% bonus potential

Full benefits package.

- Benefits include:
 - Paid holidays and vacation
 - Retirement plan
 - Profit sharing
 - Life / Health insurance

About the SLO Chamber

Since 1904, the San Luis Obispo Chamber of Commerce has been dedicated to serving our membership through work to enhance the economic prosperity and community well-being of San Luis Obispo County. Our focus is on creating the best possible environment for all people to live, raise their families and pursue their passions in the place they love.

We are committed to promoting and modeling diversity and inclusion in business, non-profit, local government and educational institutions. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different.

We are committed to being a family-friendly workplace and strongly encourage working parents as well as people from historically marginalized groups to apply.

To apply please email your cover letter and resume to ceo@slochamber.org.

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