



Greater Boston Chamber of Commerce

TITLE: Government Relations Manager

REPORTS TO: Senior Vice President, Policy & Research

SUMMARY: The Government Relations Manager will support GBCC's public policy function by being a key lobbyist for the organization, developing outreach strategies, and communicating with members. The successful applicant will be a driven team player who will use his/her strong organizational and critical thinking skills to: prioritize legislative and policy matters for the Chamber's attention, identify emerging legislative priorities, and communicate with a broad audience. Over time, the ideal Government Relations Manager will develop expertise and take ownership of an agreed upon set of subject matters.

POSITION RESPONSIBILITIES

- Rely on existing relationships and develop new ones to represent the Chamber with elected officials, staff, and others to communicate and advocate for the Chamber's policy agenda.
- Anticipate, understand, and prioritize key public policy and legislative issues affecting the Chamber's membership. Advise the Chamber team as it formulates stances and strategy on issues.
- Prepare written content for elected officials, staff, Chamber members, and the public.
- Develop knowledge of members' needs; develop relationships and engage directly with members.
- Manage up to three of the Chamber's leadership councils.
- Work closely and independently with other Chamber departments, including Communications and Member Services.
- Complete ad hoc requests for policy support, both internally and externally.
- Oversee the Chamber's lobbyist filings.
- Perform a small amount of general administrative and other support as necessary.

QUALIFICATIONS AND REQUIREMENTS:

- Demonstrated organizational and critical thinking skills in prior work experience or education.
- Excellent interpersonal skills and experience interacting with elected officials and senior staff.
- Good writing and verbal communication skills.
- Willingness to work in a team environment and share information broadly with colleagues.
- Bachelor's degree required.
- 3 to 5 years of experience in related role in Massachusetts, which may include but is not limited to: staff for a federal, state, or local elected official; lobbyist support; or advocacy work at a membership association/organization.

Candidates must submit a resume and cover letter. Resumes without a cover letter will not be reviewed. Please note that the incumbent will be required to register with the state and city as a lobbyist.

To apply, please submit a resume and cover letter to Carolyn Ryan, Senior Vice President, Policy and Research, policy@bostonchamber.com.

The Greater Boston Chamber of Commerce is an equal opportunity employer and does not discriminate on the basis of sex, race, religion, creed, ancestry, color, national origin, age, physical or mental handicap, veteran's status, or sexual orientation. The Chamber aims to provide a work environment conducive to mutual respect and freedom from harassment.