

# Greater Memphis Chamber Position Description

**Job Title:** SVP, Public Policy  
**Department:** Public Policy  
**Reports to:** President & CEO  
**FLSA Status:** Exempt

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## **SUMMARY:**

The Senior Vice President of Public Policy develops and implements a public policy agenda at the local, state, and federal levels that supports economic development. The position serves as an ombudsman for business in targeted sectors and at the individual company level and coordinates events such as Memphis to Nashville, the Washington FAM Tour (Familiarization Tour in Washington one year and Memphis the next), Frontline Politics, and other events such as receptions for elected and appointed officials.

## **ESSENTIAL FUNCTIONS:**

- Through personal research and networking identify legislative and public policy issues that impact economic development and the business environment in the area.
- Network with area political and business leaders to learn diverse perspectives and potential impact of proposed actions.
- Formulate policy positions on identified issues that represent the Chamber's position and the interests of the area business community.
- Present policy proposals to Chamber management and to the Chamber Board.
- Monitor state and federal legislative activity. Strategize interventions to influence legislation toward achieving a favorable outcome for Chamber constituents.
- Meet with elected officials to gain their support and active engagement in executing strategies.
- Support Chamber members and other businesses with public policy concerns.
- Develop collaborative relationships with other organizations that also work in the public policy arena and that share the Chamber's views on key issues.
- Organize and/or host activities and/or events that will increase the public knowledge of the legislative process and pending initiatives.

## **MINIMUM QUALIFICATIONS:**

- Bachelor's in political science, public administration, economics, business, or a related field.
- A minimum of five years of relevant experience is essential.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent verbal and written communication skills.
- A sound understanding of the legislative process and prior experience.
- Knowledge of public sector processes and issues (e.g. taxes, infrastructure, legislative, etc.)
- Ability to research and build documentation to support positions and develop compelling case for support by elected and appointed officials.
- Sensitive to culturally diverse perspectives within the community.
- Demonstrated experience working with senior business executives and elected and appointed governmental officials.
- Diplomatic and consensus building skills are essential.
- Previous leadership experience involving budget planning & control.
- Demonstrated ability to make decisions independently and in a timely manner, exhibit sound and accurate judgment and have the conviction of his/her decisions.
- Proficiency in Microsoft Office applications (i.e., Word, Outlook, PowerPoint, and Excel) and CRM software.

## **ENVIRONMENTAL REQUIREMENTS:**

Work is conducted in a typical indoor office environment.

## **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.

While performing the duties of this job, the employee is:

- frequently required to sit, talk, and hear;
- occasionally required to walk;
- regularly uses hands and fingers to feel, handle, or operate objects, tools, or controls;
- constantly reaches with hands and arms;
- occasionally lifts and/or moves up to 30 pounds;
- regularly uses close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**This job description reflects management’s assignment of essential functions; it was not meant to be all-inclusive of the tasks that may be assigned.**