



OFFICIAL JOB STANDARDS

Job Title: Public Policy and Research Manager

Georgia Chamber of Commerce
October 2021

Reports To: Vice President, Foundation

What are the major objectives or outcomes to accomplish by the person in this job?

- Monitor, research, and analyze public policy positions on business issues and issues related to hub (non Atlanta MSA) communities including state and federal laws and regulations, legislative and regulatory proposals and legislative agendas.
- Assist volunteer-led Hub Council of local chamber leaders with developing recommendations on complex issues and public policy positions.
- Produce documents that synthesis complex issues into those that are easy understandable to share with internal and external stakeholders
- Develop consistent communications strategy and schedule for Hub Council members to keep members engaged and knowledgeable
- Build relationships among multiple stakeholders, including elected and community leaders, local chambers, and Georgia Chamber members
- Provide research and information support in response to staff and member inquiries
- Assist with the preparation and execution of related events
- Track designated legislation
- Facilitate meetings with elected and appointed officials as requested by Hub Council members

What are the most frequent and most essential work activities in this job?

- Data research, analysis, compilation and policy development
- Document/material production, writing and communication
- Problem-solving
- Work with Hub Council members, their Boards, and various Chamber committees
- Work with staff on various projects and initiatives

What are the primary people contacts in this job?

- Vice President, Foundation
- Hub Council Members
- Chief Public Affairs Officer
- Public Policy Manager
- Chief Experience Officer
- VP External Affairs
- Local elected and community leaders in designated Hub communities
- Chamber Staff: cohesive work effort with Gov Affairs, External Affairs and Investor Engagement
- Other stakeholders in public, private, and non-profit roles

What behavioral traits, attitudes and skills are required?

- Experience with public policy, data analysis, and research
- Excellent writing skills
- Interpersonal communications skills, comfortable speaking publicly and leading meetings
- Strong organizational and time management skills
- Flexible, dependable team player
- Confidentiality and accountability

What are the toughest parts of this job on a day-to-day basis?

- Analysis of topics in which the manager may not have any pre-existing knowledge
- Understanding and communicating complex policy issues
- Developing and maintaining engagement strategy for members across the state

- Fluctuation of daily activities
- Setting and meeting ambitious goals
- Handling several projects with fast-paced deadlines
- Balancing the needs of a diverse membership
- Communicating and coordinating with Hub Council members in a timely and detailed manner

What are the prerequisites for employment? (Education, prior experience, other)

- 4 year college degree, minimum
- Minimum of 1 year of experience in public policy, community engagement, or government affairs
- Experience working with volunteers
- Excellent communication skills, both written and verbal
- Presentation skills
- Problem-solving skills
- Critical thinking skills
- Ability to work in Atlanta, Tifton, or Brunswick office at least two days a week or as deemed appropriate by direct report

What are the compensations? (Income range, pay formula, advancement opportunities)

- Salary range: \$40,000 to 50,000 based on experience
- Performance-based bonus and salary structure
- Employer paid 401(k) contributions
- Employer assisted health insurance
- Employer paid dental, life and long-term disability insurance
- Employer paid time off for vacation and sick leave
- Employer paid parking or MARTA pass
- Employer paid job-related travel and expenses

To apply

Send your resume to jobs@gachamber.com with **PPRM21** as the subject line.

*no phone calls please