Public Policy Manager

Reports To: Executive Director, Georgia Chamber Foundation

Major Objectives and Outcomes

- Build and maintain relationships with local chamber executives, business leaders, elected officials, economic development partners, and community stakeholders.
- Support the Georgia Chamber's Hub Chamber Council by providing research, data analysis, and public policy analysis
- Aid in legislative tracking for the Georgia Chamber's Hub Chamber Council and Georgia Chamber Federation in coordination with public policy and government affairs team members.
- Conduct data analysis to support Foundation and Georgia Chamber research initiatives.
- Coordinate stakeholder engagement efforts that advance the Georgia Chamber's public policy agenda and strategic initiatives.
- Facilitate investor-led policy committees and stakeholder groups to develop consensus-driven policy recommendations.
- Translate legislative, regulatory, and policy developments into practical resources, briefing materials, and communications for Chamber members and partners.\
- Produce research reports that include data analysis, policy priorities, and actionable steps for external audiences and Georgia Chamber members.
- Represent the Georgia Chamber at local chamber meetings, regional events, legislative briefings, and statewide stakeholder gatherings.
- Support execution of grant-funded initiatives through coalition building, stakeholder coordination, project management, and reporting.
- Assist with the preparation and execution of Georgia Chamber events, policy forums, and leadership convenings.

Most Frequent and Essential Work Activities

- Relationship management and stakeholder engagement
- HUB Chamber support
- Public policy coordination and advocacy support
- Meeting facilitation and coalition building
- Strategic partnership development
- Legislative and regulatory issue monitoring
- Member communications and resource development
- Managing multiple projects and stakeholder groups simultaneously
- Event participation and statewide representation

Primary People Contacts

- Executive Director, Georgia Chamber Foundation
- Deputy Director, Georgia Chamber Foundation
- Public Policy Director
- Senior Vice President, Government Affairs
- Public Affairs Staff
- HUB Chamber Executives and Chamber Staff
- HUB Chamber Council Members
- GCC Officers and Policy Committee Chairs
- Board Members
- Business Leaders and Investors
- Economic Development Organizations
- State and Local Elected Officials
- Community and Nonprofit Partners

Behavioral Traits, Attitudes, and Skills

- Strong relationship-building and networking skills
- Experience in public policy, government affairs, chamber operations, or stakeholder engagement
- Legislative tracking skills and knowledge of operations of the Georgia General Assembly
- Exceptional verbal and written communication skills
- Comfortable speaking publicly and facilitating meetings
- Ability to build consensus among diverse stakeholder groups
- Strong organizational and project management skills
- Strategic thinker with strong problem-solving abilities
- Ability to work independently and represent the organization externally
- Flexible, dependable team player
- Confidentiality and accountability

Travel Requirements

- Approximately 20% travel throughout Georgia.
- Regular attendance at HUB Chamber meetings, regional events, legislative gatherings, and stakeholder meetings.
- Occasional overnight travel may be required.

Prerequisites

- Four-year college degree required.
- Minimum of three years of experience in public policy, chamber relations, government affairs, economic development, stakeholder engagement, or related field.
- Excellent communication and presentation skills.
- Strong relationship management and facilitation experience preferred.

Compensation

- Salary range: $55,000 - $65,000 based on experience and/or education
- 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