

Policy Analyst & Advocacy Education Manager

The Cincinnati USA Regional Chamber is the nation's fifth largest chamber of commerce, with over 4,000 member businesses. The Chamber's professional staff shares a commitment to leadership, service and teamwork and works with thousands of engaged member companies and community partners to grow our regional economy and community, stimulating opportunities for everyone.

We are recruiting a **Policy Analyst & Advocacy Education Manager** to review and track public policy at all levels of government and educate Chamber members and staff regarding the impact the legislation will have on the Cincinnati business community. The manager will engage Chamber members to gather feedback on legislative and regulatory issues that impact their business and will use this information to develop the Chamber's Public Policy Agenda.

Primary responsibilities include:

- Manage the development and execution of the Chamber's Public Policy Agenda.
- Monitor, track and evaluate issues linked to the Public Policy Agenda and prepare issue summaries, correspondence and related materials as needed by government affairs staff and member volunteers.
- Work with the government affairs team to advance the Chamber's concerns/support regarding selected issues within the relevant decision-making forum.
- Develop relationships with Chamber members to maintain a focus on public policy priorities.
- In conjunction with other Government Affairs staff develops policy positions and lobbying strategies on proposed legislation and regulations.
- Provide opportunities for member engagement through volunteer work (task forces) linked to governmental and public decision-making processes.
- Assist with government affairs programs and events including the Columbus Drive-In, Washington, D.C. Fly-In, Legislative Speaker Series and the Legislative Reception.
- Conduct specific research projects as necessary and provide a written report communicating the results of the research.

Specific skills desired:

- Understanding of public policy issues and legislative and political processes.
- Familiarity with federal/state/local governmental infrastructure and public sector agencies
- The ability to analyze, understand and communicate legislation and regulations to others.
- The ability to work comfortably with senior executives by understanding how they think and responding to their needs appropriately.
- Excellent writing skills.

A minimum of 5+ years of experience in trade association, government affairs or a related industry and a Bachelor's degree are required. This position offers a rewarding challenge in a professional and dynamic environment and an excellent benefits package. Please submit resume and salary requirements: Cincinnati USA Regional Chamber, Attention HR, 3 East Fourth Street, Suite 200, Cincinnati, OH 45202, Resume@cincinnatiachamber.com or (fax) 513.579.3101. EOE.