



Director, Ohio Small Business Council

Overview

The Ohio Chamber of Commerce is Ohio's largest and most diverse statewide business advocacy organization, dedicated to presenting Ohio policymakers with the business perspective on issues. The successful candidate will be a registered lobbyist and lead the Ohio Chamber's efforts to promote and protect the establishment, growth and vitality of small business in Ohio and to keep the small business community engaged in policymaking decisions. In addition, the candidate will work on a variety of special projects within the government affairs department. This position reports to the Chamber's Vice President of Government Affairs and works closely with all members of the government affairs team.

Responsibilities:

- Monitor current and forthcoming policy issues of importance to small businesses.
- Direct the activities of the Ohio Small Business Council.
- Proactively advocate for the interests of the Ohio Chamber and the Ohio Small Business Council before policymakers.
- Produce summaries of and generate policy positions on pending legislation.
- Respond to requests from administration officials and members of the Ohio General Assembly.
- Attend state legislative committee hearings and draft testimony, identify and prepare witnesses to present testimony, and deliver testimony as appropriate.
- Identify, develop, and coordinate opportunities to educate and establish relationships with policymakers.
- Manage legislative tracking tool for identified key issues.
- Assist with the development, management and marketing of internal subject matter committees.
- Track engagement on federal issues.

Qualifications: Bachelors degree. At least two years experience in legislative analysis, policy development, or government affairs. Familiarity with state legislative and regulatory processes. Sound independent judgment and political acumen. Excellent verbal and written communications skills coupled with strong analytical and relationship-building skills. Self-starter who is a team a player but can work independently. Personal commitment to the free enterprise system. Relationships with policymakers of both parties preferred.

To apply, please submit cover letter, resume with salary history, and professional references via email to Keith Lake, Vice President of Government Affairs, at klake@ohiochamber.com.