



JOB DESCRIPTION

Job Title: Director of External Affairs
Division: Membership
Reports To: Chief Operations Officer

Role: The Director of External Affairs is responsible for directing and developing local, state and national policies at The Chamber. This position serves in an advisory capacity to the President and assists in strategic planning for the organization. Serves in a leadership role in the development and implementation of effective programs in the areas of public affairs and governmental relations.

Major Duties and Responsibilities

- Monitor local, state, and federal rules, regulation, and legislation that will affect businesses in Douglas County and our region. Summarize issues for the President & CEO, Executive Committee, and Board of Directors, as needed.
- Serve as staff liaison to The Chamber's Public Policy Task Force, Government & Community Affairs Committee, and other Chamber committees as required.
- Draft recommendations from committees, including sufficient background information outlining the impact issues will have on businesses.
- Conduct research to help support positions of The Chamber.
- Provide advocacy support during the legislative session – including oral and/or written testimony as appropriate.
- Collaborate with local, regional, and statewide stakeholders to bolster influence, creating coalitions when appropriate.
- Maintain and nurture relationships with key community leaders, elected officials and municipal / county staff.
- Meet with elected officials and community leaders as needed.
- Coordinate agendas, speakers and sponsorships working with the Director of Events for Government and Community Affairs monthly meetings, annual Legislative Priorities Breakfast and other events as needed.
- Organize state and federal advocacy trips.
- Annually review The Chamber's Guiding principles, update as necessary, and submit to COO for approval via By-Law directed policy.
- Attend meetings of local government bodies, commission, and councils as necessary to monitor, provide background or follow-up info on issues relevant to The Chamber.
- Maintain in-depth knowledge of resources available to area businesses, including those funded by units of government, higher education, quasi-governmental entities, and private business and professional firms.
- Communicate advocacy activities of interest to Communications Director for inclusion on all avenues of member communications and ensure accuracy of advocacy messaging on web and social media.
- Serve as a Chamber ambassador to the community, visible and active at Chamber events, and continuously seek resources and partnerships helpful to executing the Chamber's mission.

- Assist with member retention calls and visits.
- Assist development and progress of economic development capital campaign initiatives where appropriate.
- Other responsibilities as assigned.

Knowledge, Skills, & Experience:

- A minimum of three years Chamber or external affairs related experience.
- Sound knowledge of advocacy related topics.
- Education: Bachelor's degree required.
- Interpersonal Skills: A significant level of trust and diplomacy is required.
- Must be able to communicate and relate well with the public, media, members, and with all levels of staff.
- Excellent negotiation, verbal, and written communication required.

Other Skills:

- An established ability to relate to and maintain ongoing relationships with public officials.
- The ability to exercise judgment, tact, and diplomacy in a wide variety of contact situations.
- Flexibility and be a detailed self-starter.
- Strong communication, negotiation, and project management skills
- The ability to work with diverse groups and build coalitions.
- Working knowledge of Microsoft Office products.
- Willingness to complete additional duties and take on additional responsibilities when the need arises – an integral part of The Chamber team.

Physical/Environmental:

- Ability to lift 10-25 pounds on a regular basis.
- There is moderate noise and continual personal interaction in this working environment. Normal office environment.
- Minimal travel.
- Some evening meetings/events required.

Compensation:

- The Chamber offers a competitive benefits package which includes:
- Group Health, Dental and Vision Insurance
- Health Reimbursement Plan (HRA) and Flexible Spending Account
- Group Life and AD&D
- 401K Plan
- Paid Holidays
- Vacation
- Sick leave
- Short- and Long-Term Disability Plans
- Salary – commensurate with experience.

Please email application and cover letter to apply@lawrencechamber.com.

Application review will begin on Mon. Feb. 5 and continue until the position is filled.

The Chamber of Lawrence, Kansas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other characteristic protected by law.