

# DIRECTOR, PUBLIC AFFAIRS

## Job Description



**DEPARTMENT:** Public Affairs  
**REPORTS TO:** EVP, Public Affairs  
**CLASSIFICATION:** Exempt, Fulltime

The Portland Metro Chamber, a 501(c)(6) organization, is the Greater Portland Chamber of Commerce and the leading voice for business in the region. The Chamber advocates for business at all levels of government to support commerce, community health and the region's overall prosperity. We also offer a variety of networking events and professional development opportunities to connect and foster growth in our region's business community.

Downtown Portland Clean & Safe (DPCS) provides enhanced services to the people, places and businesses within a core 213-block area of our central city. Property owners and managers within the district pay a fee to supplement services for neighborhood improvements and enhanced amenities. This work includes cleaning, sidewalk safety, security, space activation, retail support, and market research.

The two organizations are affiliated and maintain separate and independent boards. The Chamber and Downtown Portland Clean & Safe are part of the Portland Business Alliance, a collaboration of independent affiliate organizations that work to foster the region's economic vitality.

### SUMMARY

Under the supervision and direction of the Executive Vice President of Public Affairs, the Public Affairs Director will identify, track and develop policy impacting the Alliance affiliates (the Portland Metro Chamber, Downtown Portland Clean & Safe, Charitable Institute Programs) and advocate policy positions through written, spoken and personal contacts that support the affiliates' mission.

The Director of Public Affairs will serve as the primary advocate interacting with and developing collaborative relationships with elected and government officials at all levels, and advancing the public affairs priorities of the Alliance affiliates. The Director of Public Affairs will interact with media of all types including tv, print, and digital, and in this aspect of the job will, at times, serve as a spokesperson for the Alliance and/or its independent affiliates.

Lastly, the Director will be responsible for producing significant written public affairs content, including but not limited to formal public letters, testimony, member communications, fact sheets, policy analysis, and assist with media collateral such as press releases. The Director will, at times, present recommendations to the Government Relations Executive Committee and the Boards of Directors of the independent affiliates of the Alliance.

### ESSENTIAL FUNCTIONS

- Meet regularly to develop and maintain positive working relationships with elected officials, government officials, and organizational partners at the direction of the EVP of Public Affairs.
- Manage special subject matter task forces, coalitions, committees and subcommittees, as assigned, supporting volunteer chair and member leaders.
- Schedule meetings, organize events, and manage committee work.

- Develop relationships with other lobbyists and Alliance members to strengthen advocacy and build coalitions.
- Research, analyze and manage public policy issues identified as important to Alliance membership.
- Write memos, testimony and talking points reflecting Alliance affiliate positions.
- Track policies and identify emerging issues that may be of interest to Alliance affiliate stakeholders on a local, regional and statewide level.
- Work with business stakeholders, staff and contract lobbyists to develop formal Chamber policy positions.
- Represent Alliance affiliates on various external committee meetings at the city, county and regional levels.
- Interface with government staff on public policy issues and projects that are of interest to Alliance membership.
- Regularly respond to stakeholder inquiries.
- Lead the Pacific Northwest International Trade Association (PNITA) related work such as meetings, hosting of federal trade policy experts, congressional and administrative representatives; and develop and prepare trade advocacy efforts.
- Help organize the annual lobbying trip to Washington, D.C. and the Oregon Legislature.
- Help advice on aspects of the Best Practices Domestic and International Trips
- Serving, at times, as a first point of contact for local, national, and international news and electronic media.
- Represent Portland Metro Chamber in formal coalitions, advisory committees, task forces, and work groups.
- Engage in candidate and ballot measure campaigns on behalf of the Chamber, including the United for Portland Coalition.
- Actively seek opportunities for fundraising and support efforts to resource the affiliates or initiatives.
- Performing other duties as necessary.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong writing and communication skills.
- Strong interpersonal skills.
- Strong organizational, time-management and planning skills.
- Bachelor's degree in political science, public policy, communications or related topic, or equivalent experience.
- Minimum five years' experience in policy development & analysis, government affairs, external affairs, communications, or work in related political fields
- An organized self-starter with the ability to multi-task on a variety of issues and projects.
- A keen interest in issues affecting the business community of Portland and the metropolitan area is essential.
- Willingness and demonstrated ability to work irregular hours under dynamic and rapidly changing circumstances.
- Demonstrated ability to work independently and take on irregular projects as assigned by the EVP of Public Affairs.

## WORKING CONDITIONS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds. Occasionally that requirement may be higher.
- The noise level in the work environment is usually quiet and, at all times, is within safe OSHA decibel constraints.

**SALARY RANGE:** \$105-115K per year, depending on experience

**BENEFITS:** Paid time off, medical, dental, vision, 401K, disability and life insurance, employee assistance plan and more.

*The Portland Business Alliance is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, gender identity, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.*

To apply, please submit a **cover letter and resume** to [careers@portlandalliance.com](mailto:careers@portlandalliance.com).