

# Manager, Media Relations

## Job Description



**DEPARTMENT:** Public Affairs  
**REPORTS TO:** Executive Vice President, Public Affairs  
**FLSA STATUS:** Exempt  
**EMPLOYMENT STATUS:** Full-Time

### **ABOUT THE PORTLAND METRO CHAMBER & DOWNTOWN PORTLAND CLEAN & SAFE**

The Portland Metro Chamber (Chamber) is 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.

### **SUMMARY**

The Portland Business Alliance is seeking a Manager, Media Relations to join its Public Affairs Department, reporting to the Executive Vice President of Public Affairs. The position will help develop and execute effective media relations strategies that support the body's priorities, ratepayers of Downtown Portland Clean & Safe, members and the greater business ecosystem. They will collaborate with staff across the organization and work to build productive and meaningful connections with the news media. In addition to managing media relations the role will be responsible for writing and developing all public affairs materials and communications including public and written testimony, formal letters, draft talking points and press materials (op-eds, fact sheets, press releases, etc.) The position will also be a key thought partner in guiding the overall strategic direction of the Chamber's public affair strategies and priorities.

### **KEY RESPONSIBILITIES**

- Serving as the first point of contact for local, national, and international news and media.
- Interacting and collaborating with reporters covering business, economic and Portland politics, as well as those covering a range of other relevant issues to the organization's stakeholders.
- Proactively develop relationships with members of the media, newsrooms and pundits to build mutual awareness of current and future events.
- Assisting in the development and implementation of media strategies that promote and support the organization's advocacy priorities and public endorsements.
- Writing, reviewing, and editing press releases, media advisories, briefing papers, talking points, and other relevant materials.
- Leading press events for staff and partner organizations. Supporting the President & CEO for all interviews, and media appearances.

- Pitching media coverage and stories on the Alliance affiliates, members, and ratepayers of Downtown Portland to reporters under the guidance of the Vice President of Public Affairs and senior staff, as appropriate.
- Working to arrange staff interviews with staff and stakeholders.
- Managing and supporting staff and members in public speaking engagements.
- Providing weekly and monthly media roundups using our analytic tools and setting strategic objectives for the organizations that can be tracked in the data.
- Performing other duties as necessary.

## **QUALIFICATIONS**

- Prior press experience and/or prior government, legislative, and/or public affairs communications experience is strongly preferred.
- Bachelor's degree and/or a minimum of 3 years of experience in media relations, communications, or a related field demonstrating an increasing scope of work and responsibility.
- Excellent written, interpersonal, and verbal communication skills. Being a strong writer who can tell a story clearly and concisely.
- Attention to detail and a clear ability to synthesize complex information for general audiences.
- Prior experience simultaneously managing multiple projects and competing priorities in an effective way.
- Ability to operate in a fast-paced environment, often under short and shifting deadlines and in high-pressure situations.
- Collaborator that can work comfortably across teams.
- Ability to effectively work with a team and independently, capable of interacting with a broad range of individuals.
- Written and verbal fluency in at least one non-English language highly desired but not required.
- Creative thinker and ability to be flexible

## **WORKING CONDITIONS**

- The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Work is normally performed in a typical interior/office work environment, and mostly within traditional office hours. However, media inquiries and media relations are often unpredictable and occur in non-traditional hours.
- 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.
- In addition to office hours, this position may require work outside of the normal office atmosphere on a limited and seasonal basis, when needed, including during the implementation and set-up for holiday promotions, events, and other projects as needed.

**LOCATION:** Portland, OR – This position will have the opportunity to work remotely two days per week

**SALARY RANGE:** \$60,000 to \$70,000 per year, depending on experience and qualifications.

### **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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- This job operates in a professional office hybrid work environment (3 days in the office, 2 days remote). This role routinely involves standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- 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 to moderate and is within safe OSHA decibel constraints.

### **FEATURED EMPLOYEE BENEFITS**

- Hybrid work environment (3 days in the office, 2 days remote).
- 18 paid holidays plus one floating holiday per year.
- \$245 monthly transportation stipend.
- Cell phone reimbursement.
- Volunteer time off to support a nonprofit of your choice.
- 401K retirement plan with 6% employer match.
- Medical, dental and vision health insurance, including dependent coverage.
- Flexible spending account options for dependent care and health expenses.
- Sabbatical every 7 years.
- Plus more

*The Portland Metro Chamber and Downtown Portland Clean & Safe are equal opportunity employers and do 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).*