



POSITION DESCRIPTION

POSITION: Director, Commercial Real Estate and Development Policy

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.

Three of the city's leading commercial real estate and development organizations have joined forces with the Portland Metro Chamber (PMC) to launch the Portland Metro Chamber Public Affairs Collaborative.

The Building Owners and Managers Association of Oregon (BOMA Oregon), the National Commercial Real Estate Development Association of Oregon (NAIOP Oregon), Oregon Smart Growth, and the Portland Metro Chamber have aligned around a shared goal: to address the region's pressing commercial development challenges. As Greater Portland continues to experience economic headwinds, particularly in the Commercial Real Estate sector, these organizations have committed to leveraging their collective expertise and resources, collaborating closely on policy issues impacting commercial real estate, and advancing a unified voice on issues impacting the industry in the Portland region and across Oregon.

SUMMARY

Under the supervision and direction of Executive Vice President of Public Affairs, in the Public Affairs Department, the Director of Commercial Real Estate and Development Policy will serve as the primary advocate for the Commercial Real Estate Industry and policies that promote development and economic growth in the Portland metro region. This will be accomplished primarily by interacting with and developing collaborative relationships with elected and government officials at all levels government to advance the public affairs priorities of the Alliance Public Affairs Collaborative (Collaborative).

In collaboration with Collaborative partners, the Director will identify, track and develop policy impacting the Commercial Real Estate industry and the overall economic growth of the region, and advocate policy positions through written, spoken and personal communications and contacts that support the agenda and mission of the collaborative.

The Director of Commercial Real Estate and Development Policy may also 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 the interests of the Commercial Real Estate Industry.



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 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 Chamber and Collaborative partner Boards of Directors.

It is anticipated that approximately one-third of the Director's time, working on a full-time basis, shall be dedicated to providing direct services to Collaborative partner organizations.

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.
- Coordinate subject matter experts to track and influence task forces, coalitions, committees and subcommittees that develop policies that impact the commercial real estate industry and the economic growth the Portland region.
- Schedule meetings, organize events, and manage committee work. Develop relationships with fellow lobbyists and Alliance members to strengthen advocacy and build coalitions.
- Research, analyze and manage public policy issues identified as important to the collaborative partners.
- Write memos, testimony and talking points reflecting the shared positions and agenda of the collaborative partners.
- Track policy trends, identify emerging issues, and research best practices impacting the commercial real estate industry and economic growth.
- Represent Alliance and Public Affairs Collaborative affiliates on various external committee meetings at the city, county and regional levels.
- Regularly respond to stakeholder inquiries.
- Help organize the annual lobbying trips to Washington, D.C. and the Oregon Legislature.
- Help to organize related aspects of the annual 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 and Collaborative in formal coalitions, advisory committees, task forces, and work groups.
- Potentially 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 and the public affairs collaborative.
- Performing other duties as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- Minimum five years' experience in policy development & analysis, government affairs, external affairs, communications, or work in related political fields.
- Minimum three years' experience working in and knowledge of the commercial real estate industry, real estate and land development, and related policies.
- Strong writing and communication skills.
- Strong interpersonal skills.
- Strong organizational, time-management and planning skills.
- **MINIMUM QUALIFICATIONS**
- Bachelor's degree in political science, public policy, commercial real estate fields or adjacent industry certifications, or equivalent experience.
- **SUCCESS FACTORS**
- An organized self-starter with the ability to multi-task on a wide 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: \$95,000 - \$103,000 depending on experience

To apply please submit a resume and cover letter to careers@portlandalliance.com

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.

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