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## POSITION DESCRIPTION

**POSITION:** Director, Government Affairs  
**DEPARTMENT:** Government Affairs  
**REPORTS TO:** VP, Government Affairs  
**CLASSIFICATION:** Exempt, Fulltime

### ABOUT US

The Portland Business Alliance, a 501(c)(6) organization, is the Greater Portland Chamber of Commerce and the leading voice for business in the region. The Alliance 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.

### SUMMARY

Under the guidance and direction of VP of Government Affairs, as well as within the overall philosophy of the Alliance, the Government Affairs Director will identify, track and develop policy impacting the Alliance and advocate policy positions through written, spoken and personal contacts that support the Alliance mission.

### ESSENTIAL FUNCTIONS

- Manage subject matter of task forces, coalitions, committees and subcommittees, as assigned, supporting volunteer chair and member
- 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 positions.
- Track policy trends and identify emerging issues that may be of interest to Alliance members on a local, regional and statewide level.
- Work with Alliance membership, staff and contract lobbyists to develop formal Alliance policy positions.
- Represent Alliance 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.
- Respond to member inquiries.
- Help organize annual lobbying trip to Washington, D.C.
- Assist communications team as needed with advocacy-related publications.
- Assist with management of Public Service Training Program.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

- 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, communications or related topic, or equivalent experience.
- Two years experience in policy development & analysis, government affairs, or work in related political fields

### **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.

### **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 is \$90-100K, depending on experience

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