



Job Title: Government Relations Manager

Reports to: Senior Director, Marketing and Communications

Direct Reports: None

Classification: Non-Exempt

Job Location: Chamber Office: 6843 Main Street, Frisco, Texas 75034

Function:

Informs both the Chamber and the community of legislation and policies at the local, regional, state, and federal levels. The Government Relations Manager should be a dynamic individual with a knowledge of politics, communications, and event planning, as well as a confident public speaker and excellent communicator.

Major Responsibilities:

- Oversees current and future legislation and policies at the local, regional, state, and federal levels impacting business in the region to determine positions and manages the involvement of the Chamber.
- Oversees the Governmental Affairs Committee and its subcommittees by working with the Chair to fill committee positions, legislative agenda items, events, and general activities.
- Attends government-related local, regional, state, and federal meetings.
- Develops positive relationships with appropriate media, elected officials, and other dignitaries.
- Creates press releases/media alerts on legislative affairs and advocacy efforts.
- Speaks on behalf of the Chamber at public meetings.
- Communicates in writing on a regular basis – daily, weekly, monthly, quarterly, as required – with Chamber members to keep them informed of topics relevant to the business community.
- Coordinates and manages volunteers for legislative-related events.
- Oversees planning and logistics for candidate forums and other related events.
- Assists with legislative luncheon and other special events.
- Other duties as assigned.

Minimum Requirements:

- Positive attitude and cheerful disposition.
- Enthusiasm and willingness to help.
- Team player who strives for success.
- Professional and mature attitude; remains calm under pressure.
- Personable and friendly with professional appearance.
- Knowledge of government, legislative actions and how they impact the business community.
- Ability to publicly speak on behalf of the Chamber.
- Strong computer skills.



- Interpersonal skills.
- Written and oral communication skills.
- Ability to manage and execute multiple tasks in a timely and accurate manner.
- Ability to effectively communicate information, both orally and in writing, and respond to questions from members, prospects, employees, and the general public.
- Ability to write effective business correspondence, reports, and analyses.

Preferred Skills:

- College studies in government, political science, or related degree or equivalent experience.
- Extensive knowledge of government, legislative actions and how they impact the business community.
- Excellent interpersonal skills.
- Excellent written and oral communication skills.
- Ability to read, analyze and interpret general periodicals, professional journals, technical procedures, and/or government regulations.

Working Conditions:

- Speaking in front of small, medium and large audiences.
- Sitting for long periods of time.
- Standing for short periods of time.
- Occasional bending and lifting up to 25 pounds.

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