

The Dallas Regional Chamber is currently seeking a Manager, Government Relations. This member of the management team will work in the Chamber's Government Relations area, tracking key policy issues, on all levels of government, for Dallas Regional Chamber members. Additionally, this manager impacts policy decisions by communicating the perspective of the business community to elected officials and ensures that the concerns of our members are communicated to improve economic conditions and enhance the quality of life for the Dallas region.

Duties and responsibilities will include, but not be limited to:

- Representing the Chamber on regional policy initiatives, participating at hearings, briefings, and seminars to influence the decision making process and to consistently communicate with elected officials and staff.
- Researching legislative and public policy issues to formulate Chamber legislative priorities and disseminating information to Chamber members and elected officials.
- Providing members with opportunities to interact with key elected officials through meetings and events.
- Initiating, organizing and executing events to generate revenue for the Chamber via sponsorships and participant investment.
- Developing and maintaining relationships with members of regional civic and policy boards to protect business interests.
- Regularly exercising discretion and independent judgment with respect to matters of significant policy development.

Qualified candidates will possess, at a minimum, a Bachelor's degree in business, public policy, government or a related field. Successful candidates will have at least one year public administration or government relations experience. Proven experience and familiarity with the legislative process at city and county levels is imperative. Event planning experience, coupled with public policy expertise is also preferred. Excellent interpersonal and teamwork skills, computer literacy, solid planning and organizational skills, and strong oral and written communication abilities will be critical for success.

This position offers an excellent benefits package inclusive of medical and dental coverage, retirement pension plan, paid vacation, sick time, and holidays, in addition to other benefits. To learn more about the Dallas Regional Chamber, visit www.dallaschamber.org. EOE

No agency or third party candidates will be considered for this position. No phone calls please. To apply for this position, please submit a cover letter and resume, including your salary history, in a Word or PDF format to recruit@dallaschamber.org or mail hard copies to:

HR Department
c/o Dallas Regional Chamber
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