Indiana Chamber of Commerce
JOB DESCRIPTION

Position Title: Vice President, Education and Workforce Development

Department: Government Affairs

Reports To: President

Exempt/Non-Exempt: ☒ Exempt ☐ Non-Exempt (OT Eligible)

Summary:
This position serves as the Indiana Chamber's lobbyist on education and workforce development matters before the Indiana General Assembly. Additionally, this member of the Government Affairs team works with other Chamber lobbyists to establish, promote and maintain strong relationships by the Government Affairs staff with customers, legislators, regulators, corporate government affairs employees, trade association representatives and other stakeholders.

Essential Duties and Responsibilities:
- Day-to-day lobbying: prepare and provide testimony, visit with legislators, General Assembly interim study committee activities, grassroots policy efforts, coalition development and execution, and issue development planning
- Work with other Chamber lobbyists to plan and allocate duties, responsibilities and resources
- Maintain high and current knowledge of education and workforce development, as well as general knowledge of all government affairs issue areas
- Answer member inquiries related to education and workforce development
- Communications – write and/or provide information for: media interviews, speeches, articles/letters to editor, e-newsletters (Interim Update and Legislative Report), session documents (Legislative Business Issues and Legislative Agenda) and post-session publications (Legislative Vote Analysis and Chamber ROI)
- Network and build relationships with other lobbyists, local chambers, members, committee members and coalition partners
- Work with other lobbyists on Government Affairs division matters, such as budget development and review, performance reviews and expense control
- Manage and coordinate internal Chamber policy committees in issue areas
- Attend fundraisers for members of the Indiana House and Senate as assigned

Nonessential Duties/Responsibilities:
Other duties/projects as assigned and deemed necessary by the Indiana Chamber President.

Job Requirements:
- Bachelor's degree in business administration, public administration, education policy or a related field, plus 10-plus years of experience in government affairs, business or public administration
- MBA, MPA or other advanced degree in the education policy field desirable
- Strong familiarity with legislative and regulatory processes in education and workforce development
- Strong knowledge in assigned legislative fields with respect to their laws and regulations
- Training in education and workforce development, association management, business administration, legislative processes, government affairs, and written and oral communications.
- High degree of proficiency in communication, relationship building, writing and speaking. Strong organizational, leadership and team-building skills. Perseverance, patience and persistence with respect to legislative and regulatory pursuits
- Registered lobbyist
- Flexible with varying work hours

Direct Reports:
Incumbent has 1 direct report and therefore has supervisory responsibilities.

Personal Work Relationships:
Ability to work well with others and within a team – both externally and internally. Position requires he/she to work with all other departments and affiliates of the Indiana Chamber.

Physical Effort:
Office environment, standing, sitting, walking, lifting between 10-25 lbs., speaking, hearing and manual dexterity.