

Policy Manager or Sr. Manager Position

Reports to: President & CEO

Position Summary

The San Jose Silicon Valley Chamber of Commerce has built a strong foundation of policy and advocacy work and is seeking an experienced, strategic, and relationship-driven policy professional to drive the organization's influence forward. This role is central to advancing a business-friendly environment and positioning the Chamber as a trusted voice on issues impacting San Jose and Silicon Valley's economy.

This position is responsible for tracking, analyzing, and advocating on policy issues at the City, County, and State that affect Chamber members. The role works closely with the President & CEO, policy committees, elected officials, and members, and supports priority initiatives including land use, small business, transportation, ballot analysis, and expanding the sports & entertainment economy. The successful candidate will take ownership of the Chamber's policy and advocacy work, with the level of autonomy determined by experience and demonstrated capability.

Position Level

This position may be filled at either the Manager or Senior Manager level based on the successful candidate's experience, demonstrated leadership, and ability to independently lead the Chamber's policy and advocacy portfolio.

A **Policy Manager** successfully manages a broad portfolio while partnering closely with the President & CEO on strategy, prioritization, and execution.

A **Senior Policy Manager** serves as a strategic leader for the organization, operating with a high degree of independence, anticipating issues before they arise, developing advocacy strategies, and taking full ownership of policy initiatives from concept through execution.

Senior Manager Expectations

Candidates hired as a Senior Manager will demonstrate the ability to:

- Anticipate emerging policy issues and recommend proactive strategies.
- Independently manage multiple policy priorities with minimal direction.
- Build trusted relationships with elected officials, agency staff, and business leaders.
- Represent the Chamber in public settings with confidence and sound judgment.
- Translate organizational priorities into measurable advocacy outcomes.

Key Responsibilities

Policy Monitoring & Analysis

- Own the Chamber's policy monitoring process by tracking, analyzing, and communicating issues impacting Chamber members.

- Identify emerging issues and flag high-impact matters for the President & CEO and relevant committees.
- Conduct policy research, data analysis, and interviews with Chamber members to assess impacts and business concerns.
- Prepare written summaries, briefing memos, and recommendations for internal and external use.
- In election years, conduct ballot measure analysis and election engagement efforts on behalf of the Chamber.

Board of Directors, Committee & Advocacy Support

- Lead the planning, preparation, execution, and follow-through for Chamber policy committees including, but not limited to, Land Use, Government Affairs & Public Policy, Sports & Entertainment and Small Business.
- Partner with committee leadership and Chamber executives to develop policy positions and advocacy strategies.
- Draft advocacy letters, public comment submissions, issue briefs, and testimony talking points.
- Attend public hearings, committee meetings, and stakeholder convenings; speak on behalf of the Chamber when appropriate.
- Ensure policy initiatives move from discussion to implementation through disciplined follow-up and accountability.
- Regularly present policy updates to the Board of Directors.

Engagement with Government & Elected Officials

- Build and maintain productive relationships with elected officials, government staff, and community advocates.
- Track and prepare for the President & CEO's meetings with elected officials and government partners.
- Prepare agendas, background materials, talking points, and strategic guidance for policy-related meetings and events.
- Ensure compliance with lobbying registration and reporting requirements for both the Policy Manager/Sr. Manager and President & CEO at the City, County, and State.

Member & Community Engagement

- Conduct regular outreach to Chamber members to gather insight on policy impacts and advocacy priorities.
- Serve as a point of contact for members on policy-related questions and concerns.
- Support membership recruitment and retention by communicating the Chamber's policy leadership and impact.

- Identify opportunities for business leaders to engage in advocacy, testimony, and government dialogue.

Study Mission Planning & Execution

- Own the policy strategy, planning, stakeholder engagement, and execution of the Chamber's Annual Study Mission.
- Develop itineraries, speaker lists, briefing materials, and policy framing in coordination with internal and external partners.
- Coordinate with host city officials, policymakers, and industry leaders to ensure a substantive and action-oriented experience.

Qualifications & Skills

- Success in this role is defined by ownership. The successful candidate anticipates needs, develops solutions before being asked, follows through consistently, and can be trusted to independently advance complex initiatives while keeping leadership appropriately informed.
- Manager: Typically 4–7 years of progressively responsible experience in policy analysis, advocacy, government relations, economic development, or related work.
- Senior Manager: Typically 7+ years of progressively responsible experience with demonstrated success leading complex policy initiatives and advising executive leadership.
- Bachelor's degree in public policy, political science, business, urban planning, or a related field. Master's degree preferred.
- Demonstrated experience developing and executing strategic initiatives, with the ability to translate vision into action, build organizational capacity, and drive measurable results.
- Ability to distinguish between issues requiring executive direction and those that can be confidently advanced independently.
- Experience leading, managing, mentoring, or building high-performing teams, committees, consultants, or cross-functional stakeholder groups.
- Strong understanding of local, regional, and state government structures, public policy development, and decision-making processes.
- Excellent research, analytical, writing, presentation, and verbal communication skills.
- Experience working with business associations, government agencies, elected officials, or public-private partnerships.
- Ability to manage multiple priorities and deadlines in a fast-paced, relationship-driven environment.
- Strong interpersonal skills, sound political judgment, and the ability to build trust and credibility with diverse stakeholders.



- A forward-thinking and entrepreneurial mindset, with the ability to anticipate emerging issues, identify opportunities, and develop innovative strategies that advance the Chamber's mission and influence.

Team & Work Environment

- Participate as a collaborative member of the Chamber team, supporting shared coverage and office responsibilities.
- Availability for early morning, evening, or weekend meetings, hearings, and events.
- Work is primarily performed on-site at the Chamber office, member locations, and meeting venues, with limited remote flexibility.
- **Compensation:** \$90,000-\$120,000 with benefits. Send cover letter and resume to careers@sjchamber.com