San Jose Silicon Valley
Chamber of Commerce

Policy Manager or Senior Manager

San Jose Silicon Valley Chamber of Commerce
San Jose, CA | Full-Time | In-Person | Reports to: President & CEO
Proposed base salary: $90,000-$130,000

Position Summary

The San Jose Silicon Valley Chamber of Commerce is seeking a dynamic, strategic, and relationship-driven policy professional to help shape the future of San Jose's business environment and regional economy.

This fast-paced, highly visible role sits at the intersection of business, government, and community leadership. No two weeks look the same. From housing and transportation to small business, economic development, and the growing sports and entertainment economy, this position offers the opportunity to engage in a diverse range of issues that directly impact San Jose and Silicon Valley.

Working closely with the President & CEO, business leaders, elected officials, and policy committees, this individual will help shape policy positions, build coalitions, and turn ideas into action. The successful candidate will be intellectually curious, politically astute, resourceful, and energized by an environment where priorities evolve and relationships matter.

Position Level & Expectations

This position may be filled at either the Manager or Senior Manager level based on demonstrated experience, strategic leadership, judgment, and scope of prior responsibility.

Policy Manager

A Policy Manager is a strong executor who manages multiple policy priorities, conducts analysis, builds relationships, and advances initiatives in close partnership with the President & CEO. This individual demonstrates sound judgment, takes responsibility for assigned work, and is developing the experience and strategic capabilities needed to independently lead a broader policy portfolio.

Policy Senior Manager

A Senior Manager is expected to operate as a strategic leader, not simply a more experienced policy manager. This individual independently owns the Chamber's policy portfolio, identifies emerging issues and opportunities, develops and recommends advocacy strategies, and drives initiatives from concept through execution.

Senior Manager Expectations

Candidates considered for the Senior Manager level must have previously demonstrated the ability to:

- **Provide strategic leadership:** Anticipate emerging policy issues, recommend organizational priorities, and develop advocacy strategies.
- **Lead complex initiatives:** Navigate competing priorities and stakeholders while advancing significant initiatives from strategy through execution.
- **Exercise sound judgment:** Navigate complex political, business, and organizational considerations with appropriate executive engagement.
- **Build influence and partnerships:** Establish trusted relationships with senior business leaders, elected officials, government staff, and community stakeholders.

- **Drive meaningful outcomes:** Mobilize stakeholders, execute advocacy strategies, and demonstrate measurable progress toward organizational goals.

Key Responsibilities
The following responsibilities apply to both position levels, with the scope of strategic leadership, decision-making authority, and accountability reflecting the candidate's experience and demonstrated capabilities.

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.

Policy Committees & Advocacy
- Lead the planning, preparation, execution, and follow-through for Chamber policy committees, including Land Use, Government Affairs & Public Policy, Sports & Entertainment, and Small Business.
- Develop policy positions and advocacy strategies in collaboration with committee leadership and Chamber executives, including drafting letters, issue briefs, public comments, and testimony.
- 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-through and accountability.
- Regularly present policy updates to the Board of Directors.

Engagement with Government & Elected Officials
- Build and maintain productive relationships with elected and government staff, lobbying organizations 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 or 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

Experience Requirements

- **Policy Manager**: Typically 4–7 years of progressively responsible experience in policy analysis, advocacy, government relations, economic development, or related work. Demonstrated success independently managing projects, developing policy recommendations, engaging stakeholders, and advancing initiatives.
- **Policy Senior Manager:** Typically 7+ years of progressively responsible experience, including demonstrated success leading complex policy initiatives, developing and executing advocacy strategies, advising executive leadership, and driving organizational or policy outcomes.

Qualifications for Both Levels

- Bachelor's degree in public policy, political science, business, urban planning, or a related field; master's degree preferred.
- 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, with the ability to translate complex issues into actionable recommendations.
- Experience working with business associations, government agencies, elected officials, or public-private partnerships.
- Demonstrated ability to independently manage multiple priorities, exercise sound judgment, and deliver results in a fast-paced, relationship-driven environment.
- Ability to recognize when executive engagement or direction is needed while confidently advancing work within established organizational priorities.
- Experience leading or coordinating committees, consultants, or cross-functional stakeholder groups to achieve shared objectives.
- Strong interpersonal skills, political judgment, and ability to build trust and credibility with diverse stakeholders.
- A proactive, entrepreneurial mindset, intellectual curiosity, and enthusiasm for navigating a diverse range of policy issues and emerging opportunities.
- Demonstrated ownership, resourcefulness, and consistent follow-through, with the ability to anticipate needs and translate ideas into action.

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.
- Compensation: $90,000-$130,000 with benefits. Send cover letter and resume to careers@sjchamber.com