



## **Policy Manager or Sr. Manager Position**

San Jose Chamber of Commerce

Reports to: President & CEO

### **Position Summary**

The San Jose 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 execute and expand this effort. 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.

The Policy lead is responsible for tracking, analyzing, and advocating on policy issues at the city, county, and state levels 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, workforce, elections, and the sports & entertainment economy.

### **Key Responsibilities**

#### **Policy Monitoring & Analysis**

- Track, analyze, and report on policy issues at the city, county, and state levels impacting Chamber members and the regional economy.
- 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**

- Staff and support Chamber policy committees including, but not limited to, Land Use, Government Relations, and Small Business.
- Assist committee leadership and Chamber executives in developing policy positions and advocacy strategies.
- Draft advocacy letters, public comment submissions, issue briefs, and testimony talking points.



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- Attend public hearings, committee meetings, and stakeholder convenings; speak on behalf of the Chamber when appropriate.
- Track follow-up items, ensure timely execution, and maintain clear documentation of advocacy actions.
- Present policy updates to Chamber Board of Directors on a bi-weekly basis.

### **Engagement with Government & Elected Officials**

- Build and maintain productive relationships with elected officials, government staff, and community advocates.
- Track and staff 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 levels

### **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 Trip Planning & Execution**

- Design and facilitate the policy components of the Chamber's Annual City 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.

### **Sports & Entertainment Industry Advocacy**

- Support the Chamber's work advancing the sports and entertainment economy as a driver of inclusive economic growth.



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- Monitor policy developments related to major events, venues, permitting, infrastructure, and large-scale activations.
- Staff meetings, conduct background research, and support cross-sector coordination tied to sports and entertainment initiatives.

### Qualifications & Skills

- Bachelor's degree in public policy, political science, business, urban planning, or a related field. Master's preferred for Senior position.
- 5+ years of experience in policy analysis, advocacy, government relations, or related work. 7+ years for Senior position.
- Strong understanding of local and state government structures and decision-making processes.
- Excellent research, analytical, writing, and verbal communication skills.
- Well-versed with Microsoft Office (Outlook, Word, Excel, PowerPoint); comfort learning new tools and platforms.
- Experience working with business associations, government agencies, or elected officials preferred.
- Ability to manage multiple projects and deadlines in a fast-paced, relationship-driven environment.
- Strong interpersonal skills, sound political judgment, and ability to work across diverse stakeholders.
- Comfort and experience learning and using a CRM or other similar system  
Strong attention to detail and ability to manage multiple priorities

### 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-\$130,000 with benefits. Send cover letter and resume to [careers@sjchamber.com](mailto:careers@sjchamber.com)