

Director of Public Policy
Gwinnett Chamber of Commerce

Work for the Chamber that was named one of the top three large Chambers in the nation by ACCE in 2007!

The Gwinnett Chamber is one of the largest and most dynamic business organizations in the Southeast, serving 2,750 Gwinnett County businesses. As Director of Public Policy, you'll have the opportunity to connect with top-level business and community leaders as well as elected officials and put your government affairs and public policy skills to excellent use.

Responsibilities

The Director of Public Policy will be responsible for assisting the Gwinnett Chamber's Vice President of Marketing and Public Policy in implementing the Gwinnett Chamber's and Partnership Gwinnett's public policy and community development activities. This director will coordinate the elements of the strategy addressing community-focused concerns such as education and workforce development, public safety, community-building, recognition and leveraging of diversity, neighborhood outreach, recreational and cultural development, land use and character of the public realm, etc. He or she will work closely with all of the Gwinnett Chamber's and Partnership Gwinnett implementation partners and report back to the implementation committee. The director will also present the Chamber's and Partnership Gwinnett's policies and viewpoints to local, state and national governmental units and agencies on a continuous basis.

Qualifications

Required skills include excellent public policy, organizational and communication (written and oral) skills. B.A. is required and previous experience in public policy or government affairs is preferred; and three to five years related experience and/or training. Existing relationships with local, state, or national elected leadership and staff is preferred. Ideal candidate must be self-motivated, outgoing, flexible, and professional.

Essential Duties and Responsibilities

- To staff meetings of all government and community development-related committees and their task forces and subcommittees. This includes planning and arranging for meetings, preparing notices, minutes, reports, writing publicity and other needed materials.
- To develop as wide an acquaintanceship as possible with key members of governmental units so that immediate contact can be made to present chamber and Partnership Gwinnett viewpoints on issues as they develop.
- To make a continuous study of the local political situation so that any actions contemplated by the Chamber may be evaluated in the light of the political situation.
- To have an organizational plan which will provide for educating our members on the makeup and working of governmental units and agencies.
- To keep abreast of all public works projects in the area and to inform members of the progress being made.
- To keep abreast of all proposed legislation on the local, state and national level in order to supply information on this legislation to members.
- To develop a plan of cooperation and liaison with other organizations who are working in the legislative field.
- Help plan and lead the annual Washington, DC Fly-In, Strategic Leadership Visit, Transportation and Environmental Forums, Government Affairs Forums, and other related programs.
- Serve as a lead contact between the Chamber and the following:
 - o Gwinnett County Government, Municipalities, Gwinnett Municipal Association, Gwinnett Legislative Delegation, and Gwinnett's three CIDs
 - o Clean Air Campaign
 - o Council for Quality Growth
 - o Gwinnett Clean & Beautiful
 - o Gwinnett Council for the Arts
 - o Atlanta Regional Commission
 - o Georgians for Better Transportation

Accountability

The Director of Community Development will be directly accountable to the Vice President of Marketing and Public Policy.

Results

The results expected through the operation of the plan of action for this area of activity will be measured regularly by the effectiveness with which the Chamber's and Partnership Gwinnett's policies have been presented and taken into account by the various governmental units and agencies.

Send resume, cover letter, references and salary history to: VP of Marketing and Public Policy, Gwinnett Chamber of Commerce, 6500 Sugarloaf Parkway, Duluth, GA 30097. Or fax 770.232.8807 or e-mail demming@gwinnettchamber.org.