



**Position:** Vice President, Government Relations  
**Reports To:** President & CEO

### Job Description

The Northern Virginia Chamber of Commerce is seeking an experienced individual to lead its Government Affairs department.

The successful candidate will have: experience in state/local affairs and government relations; a firm understanding of the policy process and ways to create and impact policy at all levels of government; ability to professionally interact with senior-level corporate and government executives; knowledge of Northern Virginia and Greater Washington business issues; well cultivated contacts within government; outstanding written, oral and presentation skills; excellent organizational skills to plan, manage and execute policy and grassroots projects; ability to manage multiple projects in a deadline-driven environment; strong creative, critical thinking and problem-solving skills; and be a motivated, self starter.

### Duties & Responsibilities

- Serve as the Chamber's direct legislative liaison and lobbyist before the Virginia General Assembly, executive branch, and state entities/agencies, local governments, and regional organizations.
- Develop legislative coalitions with organizations and individuals from throughout Virginia and the Greater Washington region on a variety of subjects and issues.
- Work collaboratively and manage relationships with aligned organizations and coalitions to advance collective goals.
- Staff and manage activities of several Chamber volunteer committees, including Policy Committee and Political Action Committee (NOVABIZPAC).
  - Oversee the operations of the NOVABIZPAC to ensure compliance with applicable state law.
- Staff and manage the Chamber's Regional Leadership Committee
- Produce the Chamber's annual Legislative Policy Agenda
- Maintain excellent relations with the region's corporate/business leaders and government relations staffs; provide advice and recommendations for action.
- Maintain excellent rapport with members of the state and local political and business media
- Manage engagement of the Chamber's retained lobbying firm
- Provide assistance to Chamber's membership department in recruiting and retaining Chamber members.
- Provide support to the Chamber's internal public affairs efforts
- Coordinate the Chamber's statewide candidate debate, policy-focused events, and other programming throughout the year in collaboration with Events and Member Engagement Departments
  - Identify, recruit and prepare speaker rosters/panels/keynotes as appropriate to Chamber policy oriented events
  - Prepare moderator scripts/advance questions and other remarks as appropriate.



### Skills

- Bachelor's degree in public policy, government or equivalent degree, and a minimum of 5 years related experience.
- Outstanding writing, proofreading and editing skills, and knowledge of AP style
- Experience managing multiple projects, deadlines and priorities
- Experience succeeding in a fast-paced, interactive, team-based atmosphere
- Ability to work independently and with little oversight and deliver on recurring deadlines

### **Travel:**

- Must be willing to travel, as needed, across the Commonwealth, especially during the legislative session in Richmond.

### **Benefits:**

- Competitive Salary based on experience
- 401k plan with employer matching
- Health care plan including dental and vision coverage
- Life insurance, disability insurance
- Paid holiday and vacation schedule
- Complimentary garage parking
- Complimentary building gym membership

To apply, please send a resume, salary requirements and cover letter with the subject title "Government Relations Professional" to [careers@novachamber.org](mailto:careers@novachamber.org). No phone calls, please.