

Greater Cleveland Partnership

Position Description

POSITION TITLE:	Manager, Government Projects
DIVISION:	Government Advocacy
REPORTS TO:	Executive Vice President, Advocacy and Strategy
FLSA CLASSIFICATION:	Exempt

POSITION SUMMARY:

The Greater Cleveland Partnership is one of the largest chambers of commerce in the country with more than 12,000 small, mid-market, and large member companies. We are Northeast Ohio's premier economic development and business advocacy organization supporting collaborative efforts to boost the economic vitality of our region. The GCP Advocacy team understand how legislative processes and government policies can impact business and economic growth. Our team works in close collaboration with members to ensure their needs are heard at the local, state, and federal levels of government and we generate support for meaningful change on their behalf.

The Government Projects Manager helps coordinate strategy related to the anticipated influx of federal resources coming to the region as part of the American Rescue Plan, pending American Jobs Plan, and other stimulus legislation. The Manager is committed to learning and continuously improving upon their communication and relationship-building skills.

ESSENTIAL FUNCTIONS:

- Develop clear and thorough project plans related to the influx of federal resources coming to the region.
- Research and compile relevant federal, state, and local opportunities and gather information from key stakeholders to establish local priorities.
- Communicate (verbal and written) to team members, external partners, and government staff about relevant opportunities and local priorities.
- Evaluate local proposals and priorities for equity implications—namely, minority business growth and job quality for people of color.
- Evaluate, track, and manage metrics of opportunities as they relate to GCP's strategic objectives.
- Manage necessary touch points with team members, external partners, and government staff to coordinate and align local priorities.
- Synthesize local priorities based on input and guidance from internal and external partners.
- Produce advocacy content, including for social media, press releases, blog posts, and newsletters.
- Own and manage end-to-end communications, scheduling, and coordination of advocacy meetings.
- Support GCP's Government Affairs Council and Small Business Caucus by developing presentations, agendas, meeting minutes, and briefing materials.
- Support the GCP Events team in the management of advocacy events and meetings.

PREFERRED EDUCATION, EXPERIENCE AND SKILLS:

- Four-year degree or equivalent experience.
- 3 – 5 years of experience in leading, collaborating, and working with teams to deliver on projects.
- Ready to learn new things everyday (from business issues to legislative processes).
- Committed to growing communication skills through public speaking, writing, and building relationships with a wide range of partners.
- Aptitude for understanding policymaking, political processes, and complex issues impacting businesses and communities.
- Thoughtful and perceptive, while willing to share your point of view with others.
- Someone who feels at home in a collaborative culture and can appreciate diverse points of view.
- Someone who cares deeply about advancing inclusive economic development for the region.

PHYSICAL REQUIREMENTS:

- May be required to work more than 8 hours during a workday
- Sitting for long periods of time
- Limited travel/driving required
- Significant manual dexterity for keying in data for long periods of time

SCHEDULING REQUIREMENTS:

- Must be available to work occasional off-hours
- Must be available during standard business hours
- Incumbent has the flexibility to schedule activity with the approval of supervisor
- Aspects of this position may be performed from a remote location with the approval of supervisor