

JOB DESCRIPTION

Director of Business Advocacy

Classification: Non-Exempt

Category: Regular full-time

Wage Type: Salary

Reports to: VP, Business Advocacy & Partner Services

Summary/Objective

Advocating to local, state and federal officials on behalf of local businesses is a natural and necessary role for the CEP. The Director of Business Advocacy is responsible for implementing many of the initiatives and efforts in this area. This proactive role works to assist partners by strengthening relationships with government agencies, cultivating relationships with elected officials, interceding on behalf of business, and working to create win-win opportunities for business, government, and the community.

Essential Functions

- Assist in drafting annual Business Advocacy Plan of Work
- Assist in creating annual Legislative Issues Guide
- Track and report on state legislative issues
- Regularly attend City Council, County Commission, and School Board meetings and related workshops
- Attend state meetings, hearings, and sessions as necessary
- Build relationships with elected officials and staff
- Respond to partner and staff advocacy requests—providing guidance and/or research for CEP partner companies seeking assistance on issues and/or communicating with government officials
- Provide staffing assistance to the Business Advocacy Committee and issue specific committees and task forces
- Assist with monthly exCEPTional mornings breakfast

Interaction

This position works closely with the Business Retention, Business Services, and Business Support staff. The position is expected to assist with various programs, meetings and events as available.

Competencies:

- Communication
- Planning and Organizing
- Research
- Relationship Building

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 40 pounds. The employee is frequently required to stand, talk and hear.

Expected Hours of Work

Work hours are eight hours per day, totaling forty hours per week. In general, the normal workday begins at 8:00 a.m. and ends at 5:00 p.m., Monday through Friday, which allows one hour for lunch. However, duties of this position may require the incumbent to be available beyond the traditional work hours, subject to the CEP's Overtime Policy.

Travel

Local travel to various public meetings and workshops as well as partner businesses is required. Occasional travel to Tallahassee will also be expected.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Date Created: February 12, 2018