

**MICHIGAN CHAMBER OF COMMERCE
JOB DESCRIPTION**

JOB TITLE: SR. VICE PRESIDENT & GENERAL COUNSEL

EXEMPT STATUS: Exempt
SALARY LEVEL:
SHIFT: 8:15 A.M. – 5:00 P.M.
LOCATION: Headquarters
PREPARED BY: N. McKeague

JOB CODE:
DOT CODE:
DIVISION:
DEPARTMENT: Business Advocacy
SUPERVISOR: President & CEO
PREPARED DATE: 4/3/01

SUMMARY: Directs activities of the Chamber political affairs program and acts as the Chamber's General Counsel, including direct responsibility for campaign finance and election law matters.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include the following. Other duties may be assigned.

- Administers programs of the Political Affairs department, the political action committees (PACs), and issue advocacy programs.
- Initiates or coordinates litigation and amicus activity on behalf of the Chamber, supervises outside counsel.
- Makes policy recommendations regarding campaign finance, election laws and reapportionment issues.
- Acts as primary staff liaison with PAC Board of Directors; recommends and implements strategic initiatives, policies, procedures and programs consistent with the mission, vision and values of the organization.
- Studies proposed legislation, administrative rules and regulations to determine possible effect on interest of Chamber members; makes recommendations on Chamber policy; contacts regulatory agencies and testifies at public hearings to enlist support for Chamber policy positions.
- Confers with legislators, administration and other state or federal officials to emphasize supposed weaknesses or merits of specific bills to influence passage, defeat or amendment of a measure, or introductions of legislation more favorable to economic development and job creation.
- Monitors regulatory activity to ensure fairness and flexibility for employers, including administrative rule promulgation, agency regulatory report cards, cost benefit analysis, privatization, and public/private sector fair competition at the state and federal level.
- Acts as spokesperson for political affairs; promotes Chamber positions through speaking engagements and interaction with the media.
- Contacts individuals and groups having similar interests in order to form coalitions to accomplish the Chamber's goals and objectives.

QUALIFICATIONS:

Education: Bachelor's degree from a four-year college, or 7-9 years related work experience and training, or equivalent combination of education and experience. Juris doctorate preferred.

Language Skills: Ability to read, analyze, and interpret journals, financial reports, and legal documents; ability to write and deliver speeches and to write articles for publication that conform to prescribed style and format; ability to effectively present information to staff members, public groups, and boards of directors; ability to respond to inquiries and complaints from the media, elected officials, regulatory agencies, members of the business community and the general public.

Mathematical Skills: Ability to interpret common business documents including financial reports, budgets, invoices, and salary schedules; ability to apply general algebraic principles to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; ability to collect and organize information in practical forms.

Other Skills: Ability to involve, motivate, and work amicably with volunteers (many of whom are senior executives in their companies), staff members, vendors, general membership, and other customers. Must be able to maintain confidentiality.

Required Certifications, Licenses, and Registrations: Valid Michigan Drivers License required.

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. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

While performing the essential functions of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls and to talk and hear. The employee is required to stand, walk, sit and reach with hands or arms. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

**MICHIGAN CHAMBER OF COMMERCE
JOB DESCRIPTION**

JOB TITLE: ADMINISTRATIVE ASSISTANT I, BUSINESS ADVOCACY

EXEMPT STATUS: Non-Exempt

SALARY LEVEL:

SHIFT: 8:15 A.M. – 5:00 P.M.

LOCATION: Headquarters

PREPARED BY: N. McKeague

JOB CODE:

DOT CODE:

DIVISION:

DEPARTMENT: Business Advocacy

SUPERVISOR: SVP, Gov't Relations

PREPARED DATE: 5/6/1997

SUMMARY: Under general direction, keeps official records for political affairs activity, including campaign finance, invoicing and other financial records. Assists with general Business Advocacy and Michigan Chamber of Commerce Executives (MCCE) administrative tasks.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include the following. Other duties may be assigned.

- Compiles information and files lobbying and campaign finance reports as required.
- Assists with planning Public Affairs Roundtable and standing committee and sub-committee meetings.
- Prepares presentation materials for department presentations and seminars.
- Schedules appointments, gives information to callers, composes and types correspondence, reads and routes incoming mail, processes outgoing mail, and performs other administrative and clerical duties for the Business Advocacy staff and as needed elsewhere in the Michigan Chamber.

ADDITIONAL DUTIES & RESPONSIBILITIES (as required):

- Assists with planning and implementation of MCCE conferences and meetings.
- Compiles accounting and financial statements for MCCE.
- Assists with general office operations as needed.

QUALIFICATIONS:

Education: Associates degree or certification, or 2-3 years related work experience and training, or equivalent combination of education and experience including general accounting or bookkeeping experience, legislative experience and computer literacy.

Language Skills: Ability to read and interpret documents including contracts, invoices, and financial statements; ability to write routine reports and correspondence; ability to speak and respond to common inquiries from legislative candidates, vendors, suppliers, customers and members of the Michigan Chamber of Commerce; ability to handle common inquiries or complaints from state agencies and legislators.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure using whole numbers, fractions and decimals; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations; ability to apply general algebraic principles to practical situations; ability to compute rate, ratio and percent and to draw and interpret graphs.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; ability to collect and organize information in understandable forms.

Other Skills: Solid work-flow organization skills are essential. Must be well-organized, with the ability to interact well with staff members, vendors, general membership, and other customers. Must be able to maintain confidentiality.

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. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

While performing the essential functions of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls and to talk and hear. The employee is required to stand, walk, sit and reach with hands or arms. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

**MICHIGAN CHAMBER OF COMMERCE
JOB DESCRIPTION**

JOB TITLE: Senior Director of Communications

EXEMPT STATUS: Exempt
SALARY LEVEL:
SHIFT: 8:15 A.M. – 5:00 P.M.
LOCATION: Headquarters

DEPARTMENT: Marketing Communications
SUPERVISOR: President & CEO
PREPARED DATE: 5/4/2020
PREPARED BY:

SUMMARY: Responsible for internal and external communications and public relations activities for the Michigan Chamber and its subsidiaries, including all media relations, management of the Chamber's web site, social media sites and *Quarterly Report*. As part of the Marketing & Communications Team, effectively tell our story, cut through the clutter, enhance image/brand perception and manage the message.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include the following. Other duties as assigned.

- Report to the President and CEO and serve as a member of the Marketing & Communications and Senior Management teams.
- Work closely with the Senior Director of Marketing to create, implement and measure the success of a comprehensive marketing communications program that enhances the organization's image, position, voice, brand, and relevance to current and potential members, as well as with related organizations and the general public.
- Work closely with the Senior Director of Marketing to manage brand strategy and graphic standards and coordinate the use of communication tools including the database, social media, website, *Quarterly Report*, email program, advertising and earned media.
- Work closely with the Senior Director of Marketing to prepare an annual marketing and communications budget, schedule and monitor expenses accordingly, analyze variances and initiate corrective action.
- Foster media interest in the organization and ensure regular contact with target media and appropriate response to media requests with the goal of enhanced media coverage and story placement.
- Manage media relations, including the writing and disseminating of press releases, viewpoints and letters to the editor as well as the strategic coordination of news conferences and roundtables, editorial board visits and radio and television interviews across the state.
- Manage of the Chamber's website, including writing and posting copy, to enhance brand awareness and the value proposition of the Michigan Chamber as the leading voice of business in the state.
- Manage the Chamber's presence on social media sites, including Facebook, Twitter, YouTube, LinkedIn and Google+.
- Coordinate communications and public relations activities, as they pertain to the Chamber's legislative, political and legal activities, initiatives and overall strategic goals.
- Assist in the development and execution of integrated marketing campaigns to drive membership recruitment and retention, attendance at Chamber events, and sales of products and services.

- Coordinate focus groups, annual customer satisfaction survey and surveys of internal and external audiences, including current and prospective members, to identify opportunities for improvement and growth of the Chamber.
- Provide marketing and communication assistance to the Business Advocacy and Foundation teams, as requested.

ADDITIONAL DUTIES & RESPONSIBILITIES (as required):

- Assist with stationary needs including business cards, letterhead and envelopes.
- Assist with promotional item needs including Chamber clothing, awards, etc.
- Other responsibilities as assigned by the President and CEO.

QUALIFICATIONS:

Education: Bachelor's degree from a four-year college and 5 - 7 years related work experience and training, or equivalent combination of education and experience including media communications and public relations or trade association experience and computer literacy.

Language Skills: Ability to read and interpret documents including contracts, invoices, and financial statements; ability to write routine reports and correspondence; ability to respond to common inquiries from vendors, suppliers, customers and members of the Michigan Chamber of Commerce.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure using whole numbers, fractions and decimals; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations; ability to apply general algebraic principles to practical situations; knowledge of basic financial accounting principles.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; ability to collect and organize information in practical forms.

Other Skills: Solid work-flow organization skills are essential. Must be well-organized, with the ability to interact well with staff members, vendors, general membership, and other customers. Must be able to maintain confidentiality. Supervisory skills.

Required Certifications, Licenses, and Registrations: Valid Michigan Driver's License required.

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. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls and to talk and hear. The employee is required to stand, walk, sit and reach with hands or arms. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.