

Position: **Policy Manager**

Function: This position is responsible for managing public policy, government relations, research, advocacy, and public affairs for the organization. In coordination with leadership and staff, this position directs policy initiatives by analyzing emerging issues, researching best practices, developing communication strategies and messaging, serving as advocate for downtown stakeholders before policymaking bodies, and educating and mobilizing those stakeholders on emerging downtown issues.

Reports to: Economic Development Director

Specific duties include, but are not limited to:

PUBLIC POLICY

- Analyze public policy and provide strategies for advancing positive proposals and defeating or mitigating the effects of negative proposals.
- Monitor and track policymaking bodies (primarily at the city level, but also at the state and federal) to identify proposals that will impact downtown Sacramento or organization's mission.
- Synthesize complex information into focused public policy research, white papers, policy fact sheets, action alerts, press releases, and other advocacy materials.
- Communicate the organization's positions through curated letters, direct contact with policymakers/staff, and public testimony.
- Provide timely and accurate information on Downtown policy issues to leadership.

PUBLIC AFFAIRS

- Coordinate communication plans to advance policy efforts, which educate and promote active involvement of downtown stakeholders.
- Prepare, review, and edit legislative updates for internal and external communications.
- Research like issues in other jurisdictions to determine 'best practices' and formulate recommendations.
- Prepare annual policy report covering Downtown Partnership's advocacy efforts.

COMMUNITY OUTREACH

- Build and nurture relationships with policymakers at all levels.
- Participate in neighborhood, city, and regional planning efforts to advocate for Downtown interests.
- Act as liaison and develop partnerships on policy issues with peer organizations, regional entities, and neighborhoods, making presentations as necessary.

To apply, submit resume and cover letter to hr@downtownsac.org by 5 p.m., May 15th, 2024.

REQUIREMENTS

- Passion for downtown Sacramento.
- Experience in working with government, member services and/or research institutions.
- Organized and detail oriented with excellent written communications, public speaking and interpersonal skills including the ability to build relationships and support among various stakeholders.
- Experience with coalition-building, including the ability to educate and motivate action.
- Entrepreneurial attitude and ability to think outside the box in a fast-paced environment and adept at handling many assignments simultaneously.
- Understanding of Microsoft Office Suite, CRM and database management programs.
- Must be willing to travel and have access to reliable transportation.
- Minimum 5 years of experience related to policy, government affairs or related disciplines.
- Degree in Business, Communications, Political Science or related discipline.

COMPENSATION

- Full-time exempt position; annual salary of \$68,000 - \$75,000 commensurate with experience.
- Bonus eligibility.
- Generous paid time off, including holidays, vacation and sick leave.
- Excellent benefits including health, dental, life and identity theft insurance.
- 401k retirement plan with employer matching.
- Parking, gym access and more.