



POLICY MANAGER- Transportation Focus Job Description

ORGANIZATION

The Bay Area Council has been at the intersection of business and civic leadership, shaping the future of the Bay Area since 1945. As a premier non-profit, public policy advocacy organization representing over 300 of the top employers across the nine-county region, we focus on ensuring the Bay Area is the best place to live and work in the world. The Bay Area Council represents business leaders committed to working with public and community leaders to keep the Bay Area the most innovative, sustainable, inclusive and globally competitive place in the world.

WHAT WE DO

We focus on the economic health of the region, balancing long-term economic, social, and environmental sustainability.

- Inform and mobilize business, civic and political leaders on the most critical issues and opportunities facing the region.
- Develop solutions for an ambitious vision for the region's future with participation of business, government, labor, science and education.
- Achieve results through advocacy, partnership and committed leadership to realize this vision.

"I really like the BAC culture, friendliness, humor and fun in the workplace"

"[I like] Being allowed to bring who I am as a person to my role and performance as a BAC employee"

- Bay Area Council Staff

POSITION SUMMARY

The Policy Manager is a member of the public policy team, responsible for managing and implementing independent projects, as well as supporting one or more Senior Vice Presidents in all aspects of their respective policy functions, shaping policy that affects millions of Bay Area and California residents. The Policy Manager will be assigned lead responsibility for one or more policy area or policy project.

DUTIES AND RESPONSIBILITIES

- Policy Advocacy- Monitor and lead advocacy on legislation (local, state, and/or federal, as relevant), as well as actions by public agencies that will affect assigned policy areas; identify opportunities and threats to Council policy objectives and develop Council response. Proactively assist the CEO with any needed policy analysis and responses. Work directly with elected leaders, policy makers and other key stakeholders to advance Bay Area Council policy priorities. Communicate (written and orally) Bay Area Council positions effectively and convincingly to Bay Area Council members, prospective members, public officials, advocacy organizations, opinion leaders, voters, and citizens at large. Prepare written reports, memos, letters, newsletters, emails, web-site content, op-ed pieces, speeches, and PowerPoint presentations to advance Bay Area Council policy priorities.
- Member Engagement -- Engage and involve Bay Area Council members in developing and advocating Council positions on public policy issues. Coordinate and staff Council member committees and task forces. Learn Bay Area Council member interests, concerns, and perspectives on assigned policy areas, and develop program activities that engage members on those interests.

- Project/Grant Management- Develop, implement, and manage projects to advance Bay Area Council policy goals, working with appropriate Council staff, partner organizations, and other stakeholders. Work with team to write grant applications to fund work, creating timelines and budgets. Keep stakeholders up to date on project status.
- Research- Develop and maintain expert, up-to-the-minute knowledge of the relevant policy and political issues and keep team members informed. Inform Bay Area Council policy positions with the most recent and reliable data.
- Event Planning- Organize and plan meetings, events, and delegation trips associated with policy area. This includes recruiting speakers, securing venues, setting dates, developing agendas, materials, and invitation lists, sending invitations, tracking RSVPs, arranging catering, A/V, hotel, transportation, staffing needs, name badges, registration and day-of-event staffing and support. Draft minutes following meetings where applicable.
- Database Management, Tracking & Reporting – Ensure that all committee members, contacts, accounts, events, meetings, and sponsorships are regularly updated and maintained in the Salesforce CRM database.
- Other – Assist and support other Bay Area Council staff as necessary, to ensure overall organizational success of the Council.

PERSONAL ATTRIBUTES AND SKILLS

Strong communicator ▪ Excellent writer ▪ Detail oriented planning and organization ▪ Team player ▪ Accountable ▪ Excellent research and analytical skills ▪ Ability to multitask and work under tight deadlines ▪ Self-starter ▪ Strong work ethic ▪ Proficient in Microsoft Office applications ▪ Fast learner ▪ Adept at professional social media use

MINIMUM JOB REQUIREMENTS

Four-year college degree; prefer degree in relevant field (e.g. public policy, law, political science) and/or relevant work experience.

COMPENSATION

The salary range for this position is \$60,000-70,000. Salary will be competitive based on the experience and skill levels of the successful applicant. The Bay Area Council also provides a generous benefits package that includes: medical, vision, dental, and life insurance benefits; 401(k) deferred compensation program with generous employer matching; nine paid holidays per year; and paid time off accrual (up to 20 days per year for newly hired employees).

EQUAL OPPORTUNITY EMPLOYER

The Bay Area Council is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status. Answers to application questions will be used for applicable, job-related reasons only.

HOW TO APPLY

Submit your resume and cover letter as one pdf e-mail attachment with your last name and "Policy Manager" in the file name (i.e., Smith_PolicyManager) to glitvak@bayareacouncil.org. Please cc jgrubb@bayareacouncil.org.