

Director of Public Policy

This full time position reports directly to the President/CEO of the California Asian Pacific Chamber of Commerce (CAPCC). The Director of Public Policy is responsible for the management and execution of the chamber's public policy department and be its primary advocate representing the interests of over 600,000 Asian Pacific Islander (API) owned businesses in California.

The Director of Public Policy will:

- Set and execute advocacy strategy in conjunction with its CEO at the direction of the CAPCC Board
- Take point on the bi-monthly Public Policy Committee and directly support it's chair
- Lead and manage the public policy lobbyist and consultants
- Lead and manage the CAPCC PAC
- Lead and manage internal public policy staff
- Oversee and elevate effectiveness of the organization which includes hands-on leadership of key issues
- Develop effective issue tracking for accountability
- Shape useful external messaging in conjunction with the Director of Communications
- Collaborate with and engage directly with elected officials and key stakeholders on behalf of the CAPCC
- Fulfill strategic advocacy plans for CAPCC members
- Direct, oversee and manage all CAPCC departmental related activities and its budget
- Serve as primary contact for the CAPCC to all external media as it relates to the public policy arena while serving as the CAPCC's primary public policy advocate at the local, state and federal levels
- Secure fundraising targets as it relates to the public policy departmental budget goals

Ideal Candidate will possess:

- A passion for civic engagement, be college educated, and have direct experience advocating for policies with office holders and appointed regulatory Boards
- This person has had successful experience managing/leading policy development, campaigns, and working with communication professionals
- We need someone who is highly organized and is able to multi-task
- She or he will have high integrity and a stellar public reputation along with current positive relationships with policy makers
- The best person for this high impact leadership role will be well rounded, excel in a smaller team environment, is skillfully competitive and a bit fearless, is a masterful oral and written communicator, who appreciates autonomy and flexibility
- 5 plus years of experience in the public policy arena at the local, state and/or federal levels

Compensation: CAPCC offers a competitive salary commensurate based on experience, paid benefits including health care, dental care, vacation and sick leave. A 401(k) retirement plan is available for qualified individuals.

Contact: Position is available until filled. If interested or inquires please send resume and salary requirements directly to the CAPCC's human resource manager, Bianka Melecio at bmelecio@calasiancc.org.