



The State Chamber of Commerce



Program Manager February 2014

The Colorado Association of Commerce and Industry has an immediate opening for a full-time Program Manager for the Colorado Manufacturing Initiative.

Position Objective – foster the growth and success of Colorado manufacturing by

1. Engaging Colorado manufacturers to serve their collective needs; and
2. Providing a conduit for manufacturers to influence State and Federal public policy and governmental regulations.

Responsible for developing partnerships, communications, programming and CACI membership for manufacturers (and potentially sectors related to manufacturing) under the direction of the Senior Vice President of Business Partnerships.

Functions:

1. Establish and maintain relationships with manufacturers that they would consider meaningful and important; engage them in CACI's mission to champion a healthy business climate; recruit manufacturers to CACI membership as a natural outcome.
2. Develop knowledge of, and stay current regarding, manufacturing and manufacturing issues relevant to Colorado manufacturers.
3. Working with the Initiative's manufacturing advisory group, design and effectively organize and deliver program activities and projects to meet the needs of manufacturers and which are aligned with CACI's mission of championing a positive business climate.
4. Foster CACI's relationship as the Colorado affiliate of the National Association of Manufacturers.
5. Develop, manage and advance coalitions with relevant trade associations, local chambers, and other interest groups; adhere to existing agreements and/or memoranda of understanding.

6. Serve on and participate in relevant committees, task forces, and working groups.
7. Obtain sponsorship revenue from manufacturers to support the Initiative, and help sponsors engage in ways that at value to the Initiative.
8. Working with the CACI Governmental Relations team, facilitate the engagement of manufacturers on State and Federal public-policy issues relevant to the sector.
9. Communications on Colorado manufacturing and manufacturing policy issues:
 - a. Newsletter featuring key issues; key leaders and companies profiled.
 - b. Submission of articles for the weekly CACI *Colorado Capital Report*.
 - c. Alerts as appropriate (in collaboration with CACI lobbying team) to engage manufacturers on public policy.
 - d. Social media and website content as appropriate.
 - e. As approved: press releases and op-ed columns.
10. Assist as needed other CACI departments, including attending CACI events and assisting as needed.
11. Other duties as assigned.

Required Skills:

- Passionate about the mission of CACI and the purpose of the Colorado Manufacturing Initiative.
- Proven track record of high-energy leadership, relationship development, and attracting of followers.
- Proven track record of success in a job requiring self-management and independent initiative.
- Proven track record of demonstrated ability to establish relationships with business owners.
- Four-year relevant college degree.
- Strong oral communications and public presentations skills.
- Strong research and writing skills.
- Technically adept and experienced with communications tools including Microsoft Office and database software.
- Ability to work as part of a team, often under the pressure of deadlines and events.
- Willing and able to use own transportation for travel along the Front Range (mileage reimbursed) as part of regular daily duties; occasional overnight travel as needed.
- Ability and willingness to attend occasional functions as early as 7 a.m. or as late as 10 p.m.
- Preferred – any or all of the following:
 - Manufacturing knowledge and/or experience.
 - Experience in developing coalitions with interest groups in Colorado.
 - Understanding of, and experience using, social media for business applications.

How to Apply:

Qualified applicants are invited to email a cover letter and resume (please name the file FirstName Lastname resume) to: CLind@COchamber.com.