



Vice President of Government and International Affairs

Washington D.C. Office - Full-Time

Position Summary

Based in Washington DC and reporting to the President and CEO and serving as an integral member of the senior management team, the Vice President (VP) of Government and International Affairs will lead the USHCC's non-partisan policy and political efforts before the United States Congress, Federal Government Agencies, and our network of 260 local Hispanic Chambers to create policy and make legislative recommendations that support the economic sustainability of the Hispanic business community and overall Hispanic population in America. The VP of Government and International Affairs will be critical to guide, develop and communicate the USHCC's annual policy platform and outline the organization's position on numerous policy issues facing the multiple constituencies that the USHCC serves. Furthermore, this position is responsible for expanding the USHCC's reach into international markets where Hispanic businesses have business opportunity and maintain diplomatic relationships with a multitude of foreign governments to enhance global commerce. The VP of Government and International Affairs will play a key role in maintaining relationships with key Congressional offices and caucuses, business associations, political parties, the USHCC lobbyist on retainer/ other contractors, and USHCC's growing network of corporate and business members. This position works closely with our Events and Communications team to plan for the USHCC's annual Legislative Summit, Energy Summit and National conference.

Responsibilities

Strategy, Vision, and Leadership

- Guide the formulation and execution of strategies and tactics to advance legislative and policy priorities.
- Maintain and strengthen productive relationships with state and federal policymakers, representing USHCC to legislators and their staffs.
- Develop strategic relationships with legislative policymakers to enhance USHCC's role as a partner with government.
- Identify, evaluate, and analyze the impact of legislative and regulatory issues for USHCC members and partners.
- Develop policy insights that will help USHCC innovate and scale effectively, to deliver new solutions to support the Hispanic business community.
- Serve as policy and advocacy counselor to USHCC's leadership and board.
- Manage the relationship between the USHCC and our lobbyist on retainer to enhance the organization's

reputation on Capitol Hill and with other stakeholder groups.

- Develop and expand critical research that will help the USHCC make informed policy decision, collect data from the ground, and produce research reports that are useful for USHCC members and stakeholders.
- Assist the USHCC leadership team with the production of the annual policy platform, organization's annual report, event agendas with policy content, and other reports as needed to sustain the mission of the organization.

Operations

- Oversee the drafting, editing and analyzing of legislative language with assistance from reports, tools and data analysis provided by policy intelligence platforms.
- Serve as a spokesperson and lead point person on interactions with Congressional offices on Capitol Hill and other USHCC stakeholder groups.
- Exercise judgment to prioritize policy changes while preparing talking points, press releases, presentations, and other supporting material as needed by USHCC leadership, the board of directors, or other collaborating partners.
- Actively engage, cultivate, manage and coordinate USHCC chamber member relationships to ensure support of USHCC policy stances and local or state advocacy.
- Conduct webinars to prepare participants and outreach to chamber members and Hispanic Business Enterprises to encourage registration for USHCC sponsored events.
- Manage the daily operation, input, and output of information from Quorum, USHCC technological policy and congressional platform to track engagement, media, and communication with Congress and Federal Government Agencies.

Team Development/Management

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Mentor and develop government and international affairs staff and interns using a supportive and collaborative approach on a consistent basis.
- Work closely with other USHCC departments/teams to ensure continuity in processes, communication, relationship building, and interactions with corporate members, business members, and partners.
- Maintain open communication with USHCC leadership, the USHCC Government Affairs Committee, USHCC's lobbyist on retainer, and other advocacy partners on a constant basis to promote our policy stances and create new synergies of collaboration for new issues.

Qualifications

- A minimum of a Master's degree or equivalent experience in Public Policy, Public Administration, Government Affairs, International Business, or related field.

- A minimum of 7-10 years of relevant experience in government affairs, policy development, policy research and analysis, and management.
- Ability to work strategically and collaboratively across the organization.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
- Superior management skills; ability to influence and engage direct and indirect reports and peers.
- Exceptional time management skills; ability to make decisions in a changing environment and anticipate future needs identifying priorities.
- Sound nonpartisan political judgment.
- Energetic, flexible, collaborative, results oriented and proactive; a team player who can positively and productively impact both strategic and tactical finance, and administration initiatives.
- Solid legislative drafting, analysis and presentation skills, including the ability to draft and edit talking points, memos and policy statements.
- Strong written, oral, interpersonal and presentation skills and the ability to effectively interface with senior management, USHCC's Board of Directors and staff, including public speaking.
- Experience in both media and technical writing is required.
- Fluency in the Spanish language and knowledge of Hispanic business culture is highly desirable.
- Experience in the non-profit sector is preferred but not required.
- Passion for USHCC's mission.

Benefits

- Medical, Dental, and Vision insurance
- Paid Federal Holidays
- Paid Time Off (PTO)
- 401K Benefit with match

USHCC is committed to providing equal employment opportunities (EEO) to all employees and qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, political affiliation, genetics, disability, age, veteran status, or any other basis protected by law.

To Apply please submit a cover letter and your resume via email to careers@ushcc.com.

About USHCC

The United States Hispanic Chamber of Commerce (USHCC) has been a national leader creating prosperity for the Hispanic business community since its creation in 1979. Through the power of our network of more than 260 Hispanic

Chambers of Commerce and Hispanic-owned small businesses throughout all 50 states, the District of Columbia, and Puerto Rico, the USHCC is the leading organization to empower and invest in America's Hispanic business community. The USHCC actively promotes the economic growth, development, and interests of more than five million Hispanic-owned businesses that, combined, contribute over \$800 billion to the American economy every year. It also partners with 200 major global corporations on strategic initiatives with shared objectives. The USHCC's mission is to foster Hispanic economic development and to create sustainable prosperity for the benefit of American society. For more information, please visit www.usbcc.com