



Job Description

Job Title: VP of Government Relations and Military Affairs

Effective Date: 03/18/2026

Department: Advocacy

Reports To: Chief Strategy and Operations Officer

Supervises: N/A

Classification: Exempt

Principal Responsibilities:

The Vice President of Government Relations and Military Affairs serve as the chief public policy strategist and business advocate for the Chamber, while providing strategic leadership in support of the Chamber's overall priorities. As a key member of the leadership team, this role shapes and advances a comprehensive advocacy and military engagement strategy that strengthens the regional business climate, drives economic competitiveness, and enhances mission sustainability for the region's military assets. Responsible for leading the Chamber's advocacy efforts at the local, state, and federal levels of government.

The Vice President builds and leverages high-level relationships across government, business, and military sectors to position the Chamber—and the region—as a leading voice in public policy and defense-related initiatives.

Manages Government Relations Committee, policy subcommittees, SCK Transportation Coalition, and the Wichita Regional Chamber Political Action Committee (WRC PAC). Provides oversight of program investment, sponsorships, and event planning for Government Relations programs.

Major Duties and Responsibilities: Duties will include but not be limited to the following:

20% **Strategic Leadership & Organizational Impact**

- Develop and execute a multi-year advocacy and military affairs strategy aligned with the Chamber's strategic plan.
- Integrate government relations outcomes into broader organizational goals, including membership value, investor engagement, and revenue growth.
- Provide leadership across divisions to ensure advocacy efforts are coordinated with economic development, workforce, and communications strategies.
- Build and maintain a high-performing team culture through coaching, development, and accountability.

20% **Government Relations & Public Policy**

- Prepare the annual Chamber policy and legislative agendas (Local Policy Priorities, State Legislative Agenda, Regional Legislative Agenda, and Federal Policy Priorities) after appropriate input from Chamber members.
- Serve as the Chamber's primary liaison to elected officials, government agencies, and key policy stakeholders.
- Guide strategy and execution for the Government Relations Committee, policy subcommittees, and regional coalitions, including the South-Central Kansas Transportation Coalition.
- Provide oversight and strategic direction for the Wichita Regional Chamber Political Action Committee (WRC PAC), including compliance, fundraising, and contribution strategy.



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- Monitor and analyze legislative, regulatory, and political developments; translate insights into actionable strategies and recommendations.
 - Oversee the Chamber's full-time legislative consultant.
 - Ensure consistent communication of policy priorities and outcomes to Chamber members, investors, and stakeholders.
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20% **Military Affairs**

- Lead the Chamber's Military Affairs strategy, strengthening partnerships with McConnell Air Force Base, the Kansas Air National Guard, defense contractors, and regional stakeholders.
- Collaborate with military and civic leadership to identify and advance strategic initiatives supporting installation growth and quality of life for service members and families.
- Represent the Chamber at necessary functions.
- Track and assess federal and state defense policy; provide strategic insight to leadership and stakeholders.

20% **Stakeholder Engagement, Events & Revenue Strategy**

- Lead high-impact advocacy and military affairs events, including legislative forums, fly-ins, policy summits, and military recognition programs.
 - Cultivate and manage relationships with business leaders, investors, policymakers, and community partners to advance Chamber priorities.
 - Drive sponsorship development, program investment, and revenue strategies tied to Government Relations and Military Affairs initiatives.
 - Ensure events and programs deliver measurable value to members, investors, and the broader business community.
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20% **Operations & Governance**

- Oversee division budgeting, financial performance, and resource allocation to ensure alignment with organizational goals.
 - Ensure compliance, reporting, and governance standards for all advocacy and PAC-related activities.
 - Maintain effective systems for tracking policy impact, stakeholder engagement, and program outcomes.
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Knowledge and Skills:

Experience: 7+ years of progressive leadership experience in government relations, public policy, legislative affairs, or a related field

Education: Bachelor's degree in political science, public administration, business, communications, or a related field (master's preferred).



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Interpersonal Skills: A significant level of trust and diplomacy is required. Proven ability to lead committees, coalitions, or stakeholder groups and drive consensus across diverse interests. Demonstrated success influencing policy and building relationships with elected officials and senior government leaders. Proven ability to lead committees, coalitions, or stakeholder groups and drive consensus across diverse interests. Strong understanding of legislative and regulatory processes at local, state, and federal levels. Experience in strategic planning, sponsorship development, and program investment

Other Skills: Experience working with or alongside military organizations, defense agencies, or military community programs. Strong understanding of legislative and regulatory processes at local, state, and federal levels. Experience in strategic planning, sponsorship development, and program investment. Ability to operate strategically while managing multiple priorities in a fast-paced, high-visibility environment.

Physical/Environmental: While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb, balance, talk, hear, taste, or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. There is moderate noise in this working environment.

Signature _____

Date _____