



SBAM's advocacy team seeks an experienced professional to lead advocacy coordination efforts and provide policy guidance

WHO WE ARE

The Small Business Association of Michigan is a 501(c)6 trade association that represents a dynamic market of 32,500+ small businesses across the state of Michigan. These members are in various industries, ranging from 1 - 500 employees, and located in all 83 counties.

Our mission is the success of Michigan small business. We do this through:

- Advocating for small business
- Bringing business owners together to share knowledge
- Creating collaboration and partnerships
- Delivering group buying power

POSITION OVERVIEW

Advocacy Coordinator & Policy Advisor

This position supports the planning, development, and execution of advocacy efforts for the Small Business Association of Michigan (SBAM).

The Advocacy Coordinator & Policy Advisor works to research and understand specific legislative issues and effectively communicates SBAM's position on these issues to a variety of audiences. This position plays a critical role in supporting strategic initiatives to build a best-in-class government relations operation at SBAM.

ESSENTIAL DUTIES

Policy & Advocacy

Collaborate with member advocates across the state to promote SBAM member engagement with elected leaders, supporting advocacy initiatives through Calls to Action and participation in SBAM events.

This position is responsible for tracking legislator voting records to be considered during the election endorsement process.

PAC

Schedule and attend meetings of the organization's Political Action Committee (PAC). Oversee the candidate endorsement process, including drafting and collecting candidate questionnaires, and preparing staff recommendations for endorsements.

Coordinate campaign contributions and PAC fundraising activities, including the tracking and reporting of data to the PAC Board and other key stakeholders.

[View Full Job Description](#)



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