## **Manager, NAAPAC Fundraising and Development**

**Current Incumbent:** Vacant **Department:** Government Affairs

**Reports to:** Director, Political Affairs **Direct Reports:** N/A

**Status:** Full Time, Exempt  **Indirect Reports:** N/A

**Updated:** 11/18/2021 **Eligible for Telework/CWW**: Yes

## **Summary of Position:**

The PAC Manager will be responsible for managing the day-to-day activities of the political affairs program that include NAAPAC compliance, as well as fundraising tactics and development strategies. This position requires a pro-active, highly organized individual who can work independently on multiple projects.

## **Principal Accountabilities:**

* Manage the day-to-day operations of NAAPAC including, but not limited to processing contributions, managing the disbursement budget, updating and maintaining PAC records.
* Manage NAAPAC fundraising projects throughout the year that includes but not limited to regular communications with members, internal and external reporting of contributions.
* Using research tools available to NAA, locate possible major donors and create a development plan for soliciting them for NAAPAC contributions.
* Work with Director, Political Affairs, to strengthen NAAPAC’s donor relations program by creating VIP events and targeted communications for PAC donors.
* Strengthen the NAA advocacy program by providing guidance and training for NAA affiliates to include PAC best practices, webinars and other materials as needed.
  + This will include periodic travel to support NAA affiliates in their fundraising programs and political engagement.
* Provide support and assist in producing materials for and planning of NAAPAC Committee meetings and NAAPAC fundraising events at the NAA national meetings.
  + Serve as primary liaison for the PAC Ambassadors, setting up the committee organization, fundraising programs and resources.
* Keep abreast of industry trends for PAC programs as well as any new changes to federal campaign finance laws and recommend implementation for NAA if needed.
* Represent NAA as needed within industry political organizations such as the Public Affairs Council and NABPAC as well as political committees and fundraisers.
* **Competencies:**

1. Expertise 5. Technical capacity
2. Communication proficiency 6. Cultural Awareness
3. Organizational skills 7. Relationship Management
4. Critical Evaluation 8. Ethical Practice

## **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

## **Travel:**

Occasional travel is expected for this position: to NAA’s 3 main meetings as well as periodic trips to support NAA affiliates.

## **Required Education and Experience:**

* Bachelor’s degree.
* Minimum five years of experience in political fundraising; experience with a member or trade association preferred.
* Knowledge of the political process.
* Ability to independently manage multiple projects.
* Strong written and verbal communication skills.
* Proficient in Microsoft office suite.

## **Preferred Education and Experience:**

* Knowledge of PAC and grassroots management software; Aristotle, Coalescent and Salesforce preferred.

## **Physical Demands:**

While performing the duties of the job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee may occasionally lift up to 20 pounds.

## **Work Environment:**

Work is regularly performed in a professional office environment and routinely uses standard office equipment.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Signatures:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees signature below constitutes employee’s understanding of the requirement, essential function and duties of the position.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send resumes, cover letter and salary history to** [**Resumes@naahq.org**](mailto:Resumes@naahq.org)**. No phone calls, please. EOE M/F/H/V**