**Job Title:** PAC Development Manager

**Reports To:** Government Affairs Director (GAD)

**Department:**  Government Affairs

**Job Type:** Full Time

**Salary Range**: $60,000-$70,000, DOE

**Exempt Status:** Exempt

**Position Description Summary:**

This position is responsible for developing and executing the REALTOR® Political Action Committee (RPAC) fundraising strategies and tactics within the state association and assisting local associations in reaching their local RPAC fundraising goals. This position is also responsible for being the key point of contact and visionary, ensuring that RPAC is meeting the National Association of REALTORS® (NAR) RPAC Annual Goals and maximizing use of NAR grant and fundraising tools. Great opportunity to grow and further develop a successful fundraising culture.

This position will be the staff liaison for Oregon REALTORS® PAC (ORPAC) Trustees and responsible for providing them with appropriate collateral lists and follow up. This position is charged with finding and cultivating new RPAC donors at all levels. Depending on workload, this position may also assist Oregon REALTORS® with non-PAC related fundraising efforts including corporate sponsorships for Oregon REALTORS® events and fundraising for the Oregon REALTORS® HOME Foundation.

**General Purpose- Duties and Responsibilities**

* Oversee and expand Oregon REALTORS® PAC fundraising activities and help develop and implement strategies and programs designed to increase:

1. Total dollars invested in RPAC
2. Membership RPAC participation rates
3. Finding and retaining new donors at all levels

* Prepare and distribute all collateral requested by ORPAC Trustees in a timely manner
* Oversee RPAC goals and report data on a regular basis to Oregon REALTORS® membership, local associations, trustees, and the GAD
* Identify opportunities to promote RPAC
* Maintain accurate data within Aristotle (REALTOR® PAC management software) and other PAC related software
* Gain a working knowledge of Oregon REALTORS® PAC related issues/ successes
* Assist other departments as the workload dictates or as assigned
* Be aware of and understand all Oregon REALTORS® Association Policies and Procedures
* Assists in reaching the Oregon RPAC annual fundraising goal
* Supports local boards with RPAC fundraising and spending activities
* Manages and promotes within Oregon the National Association of REALTORS® (NAR) RPAC Major Investor and President’s Circle programs
* Develop communication strategy to promote local fundraising activities and successes across program areas
* Maximizes fundraising grant opportunities provided by NAR.
* Coordinates and promotes the use of NAR online fundraising software in Oregon
* Promotes achievement of the NAR President Cup and Triple Crown program goals
* Assist with the coordination of Oregon Night Out at NAR Legislative Meeting and pertinent industry-related events.
* Develop and implement the Oregon Broker Involvement Program
* Represents the Oregon REALTORS® at NAR meetings as directed
* Maintains the confidentiality of privileged information
* Performs other duties as assigned by the CEO

**Skills and Abilities Required**

* Strong communications skills required
* Event planning
* Fundraising experience
* A positive attitude and interest in providing quality customer service to our members, stakeholders and partners
* Ability to stay focused on primary responsibilities while accomplishing other major tasks under pressure
* Ability to work with all Oregon REALTORS® departments, staff and members in a professional manner
* Motivated
* Team- oriented
* Strong organizational skills
* High attention to detail

**Non-Mandatory Job Qualifications**

These qualifications are not required, but will enhance the applicant’s or employee’s chances for success:

* Trade association experience
* PAC management experience
* Familiarity with ORESTAR

**Supervision Received**

The PAC Development Manager shall report to the Government Affairs Director.

**Travel**

Occasional travel will be required (sometimes overnight) for annual membership and committee meeting and to assist local associations with fundraising.

**Benefits**

* Medical, Dental and Vision Insurance
* 11 Paid Holidays
* Paid Time Off, accrued from start date
* Flex Spending Account
* Term Life & Accidental Death Disbursement Insurance
* Disability Income Insurance – Short and Long Term Benefits