

# Indiana Chamber of Commerce

## JOB DESCRIPTION

<b>Department:</b> Political Affairs (PA)
<b>Position Title:</b> Manager of Political Fundraising
<b>Reports To:</b> VP, Political Affairs
<b>Exempt/Non-Exempt:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (OT Eligible)

### **Summary:**

The Manager of Political Fundraising is responsible for fundraising for the Indiana Chamber's PAC, Indiana Business for Responsive Government (IBRG). They provide fundraising expertise to IBRG and endorsed candidates, as well as assists the President, VP and IBRG Board members in meeting the fundraising objectives for IBRG. The Manager of Political Fundraising is the person with primary responsibility for executing the IBRG fundraising plan. IBRG's political fundraising includes in-state PAC, federal PAC and "soft-dollar" efforts.

### **Essential Duties and Responsibilities (% of estimated time/frequency):**

- Work closely with the President, VP of PA and PAC Board to organize fundraising meetings and calls. (50-100%)
- Make one-on-one fundraising visits and calls (50-100%)
- Maintain contribution records and file campaign finance reports. (25-50%)
- Maintain specialized databases for fundraising programs and campaign finance. (25-50%)
- Research campaign and election trends and statistics. (25%)
- Maintain specialized databases for grassroots programs and campaign finance. (25% monthly)
- Develop, organize and execute fundraising plan. (25%)
- Organize and track call lists. (25%)
- Create fundraising direct mail and e-mail campaigns. (25%)
- Organize and execute fundraising events (50%)

### **Nonessential Duties/Responsibilities:**

Collection of data and information from public sources, as well as other duties/projects as assigned by the VP of PA.

### **Job Requirements:**

- College degree.
- Political fundraising experience preferred.
- 2-3 years of successful experience in a campaign or political environment with knowledge in all areas of political fundraising.
- Experience in developing a fundraising plan for a large PAC
- 1-3 years of work experience and be willing to travel up to 30% of the time.
- Keen interest in campaigns and public policy.
- Knowledgeable about state and federal business issues as well as the political environment in Indiana.
- Excellent written, oral and interpersonal communication skills.
- Highly organized, ability to manage multiple priorities simultaneously, use independent judgment and work outside the office independently.
- High proficiency in use of office equipment.
- Proficiency in Microsoft Outlook, Word, Excel, PowerPoint and databases.
- Able to present one's self professionally to fundraising prospects.

### **Direct Reports:**

Incumbent has no supervisory responsibilities.

**Personal Work Relationships:**

Candidate should have the ability to work well with others and within a team, both externally and internally. Position requires candidate to work with all other areas of the Indiana Chamber, industry association leadership, legislators, other Government officials, etc.

**Physical Effort:**

Office environment, standing, sitting, walking, lifting between 10-25 lbs., speaking, hearing and manual dexterity.

# Manager of Political Fundraising

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## Responsibilities Include

- Work closely with the President, VP of PA and PAC Board to organize fundraising meetings and calls.
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- Maintain contribution records and file campaign finance reports.
- Maintain specialized databases for fundraising programs, grassroots programs and campaign finance.
- Research campaign and election trends and statistics.
- Develop, organize and execute fundraising plan.
- Organize and track call lists.
- Create fundraising direct mail and e-mail campaigns.
- Organize and execute fundraising events.

## Requirements

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[http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=QHKCV&ff=21&APath=2.21.0.0.0&job\\_id=J7X44V71YTLV7QY2P88&cbRecursionCnt=1&cbsid=841d7f96812943699984fad87d67ed9f-293102475-JJ-5](http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=QHKCV&ff=21&APath=2.21.0.0.0&job_id=J7X44V71YTLV7QY2P88&cbRecursionCnt=1&cbsid=841d7f96812943699984fad87d67ed9f-293102475-JJ-5)