

## **JOB DESCRIPTION**

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**JOB TITLE:                   MANAGER OF POLITICAL AFFAIRS AND FUNDRAISING**  
**DEPARTMENT:               GOVERNMENT AFFAIRS**  
**REPORT TO:                  SENIOR VICE PRESIDENT OF GOVERNMENT AFFAIRS**  
**WAGE CATEGORY:          EXEMPT**

### **JOB STATEMENT**

Reporting to the Senior Vice President, Government Affairs this position is responsible for day to day operations of the Chamber's Political Action Committee and securing sponsorships for Government Affairs (GA) related programming and events. Responsibilities include managing the process for solicitation of contributions and GA sponsorships, developing materials to support GA programming and BizPAC, monitoring contributions and filing of required reports for BizPAC. Position will work closely with the Chamber's members who support BizPAC and GA programming, actively supports and participates in Chamber programs and events. Customer service, teamwork and communication are prerequisites at all times. This position is charged with driving the Vegas Chamber's corporate social responsibility work, maximizing existing efforts, and identifying new opportunities for the Chamber to be a force for good.

### **ESSENTIAL FUNCTIONS/OBJECTIVES**

#### **BizPAC:**

- Coordinate the production of BizPAC and GA sponsorship materials, including assisting with any branding and developing various levels of solicitation
- Work with Chamber staff on the BizPAC sections of the website, monitor information and update as needed
- Coordinate all aspects of BizPAC and GA sponsorship solicitations, including the lead preparation, processing, and the appropriate follow up
- Coordinate the annual solicitation of BizPAC contributions from the Board of Trustees and Government Affairs Committee
- Develop, assist, and execute on BizPAC specific events to promote, highlight and thank BizPAC contributors, including BizPAC sponsored mixers and roundtables
- Develop and secure sponsorships for the Eggs & Issues and Cocktails & Conversations, Legislative Receptions and special GA events in conjunction with the Senior Vice President of Government Affairs
- Create and develop opportunities to promote BizPAC at chamber events
- Research previous BizPAC chamber contributions, develop and maintain a database on BizPAC members, and track future contributions, monitor chamber member contributions to other PAC organizations, track contributions made to legislators
- Research and track all other business PAC contributions in Nevada
- Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes
- Exceptional interpersonal skills and the ability to interact effectively with academic leadership, faculty, prospects, donors, and/or volunteers in a wide range of roles
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives
- Database management skills
- Develop and execute on and internal process for all contributions made by BizPAC
- Prepare and file the BizPAC reports as required by the Nevada Secretary of State's Office
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to BizPAC development activities, and to use discretion in interactions with donors, prospects, volunteers, and others
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives

- Ability to foster effective working relationships within a team environment
- Community relations skills and the ability to communicate and work effectively within a diverse community
- Monitor and communicate with other PAC organizations and other chamber to develop best practices that can be implemented to improve BizPAC
- Assist in coordinating candidate interviews, including schedule meetings, follow up with GAC members who will participate, keep records on candidate meetings and interviews
- Develop candidate profiles, bios and prepare candidate background materials for endorsement interviews by the Government Affairs Committee

### **Political Affairs:**

- Researches state and local business-related political issues to help keep members informed of key issues and to assist in the development of policy positions as directed by the Senior Vice President of Government Affairs
- Responsible for assisting the Chamber on political affairs matters at the local level as well as at the state and federal levels of government as directed by the Senior Vice President of Government Affairs
- Builds and maintains professional relationships with political operatives, vendors, and consulting firms
- Responsible for briefing senior staff and the Government Affairs Committee on state and local political issues and elections
- Organize Chamber endorsed candidate interviews and meeting schedule
- Develop legislator profiles, bios and prepare background materials for candidate interviews
- Recruit and train talent for the successful implementation of political campaigns and independent expenditures campaigns
- Create and coordinate a field strategy with defined goals and action steps. Lead relationship and engagement tracking efforts and work with the organizing team to develop and implement a comprehensive campaign which includes walk teams, digital assets, printed materials
- Comprehension and utilization of voter identification programs and related information
- Compile regular reports of campaign performance and results
- Improve new campaigns using data and feedback from existing and previous projects
- Supervise the execution, monitoring and measurement of campaign initiatives and their success

### **JOB SPECIFICATIONS**

- Bachelor's degree in political science or related field preferred
- 1-3 years of experience in political fundraising and familiarity with filing reports with required government agencies, such as the Nevada Secretary of State's Office, preferred
- Demonstrate a track record of success in fundraising and political operations
- Must have an understanding of politics in the State of Nevada
- Experience in building and maintaining quality relationships with volunteers and donors
- Exhibits a general understanding of public policy issues in Nevada at the federal, state and local government levels, and a solid understanding of government functions within the State of Nevada
- Previous work with government or in the public policy area preferred
- Detail oriented, highly organized, self-starter, creative, customer service oriented, strong verbal and written skills, solution oriented
- Ability to manage multiple priorities simultaneously
- Experience and proficiency in database, Excel and MS Word
- Ability to make decisions independently
- Capable of maintaining sensitive/confidential information
- Full-time position with ability to work flexible weekly hours and weekends as required
- Some travel required
- Other duties as assigned