



**Fundraiser:**

**2 plus years of experience**

**FLSA: Exempt**

**Reports To: Director of Political Engagement**

**Status: Full Time (40+ hours) from 8:30 a.m. to 5:00 p.m. (Monday-Friday)**

**Salary: \$75,000-\$200,000 (performance-based incentives)**

**Location: Downtown, Columbus**

**Job Responsibilities for the Fundraiser:**

- Manage day to day fundraising operations for the Ohio Chamber of Commerce for the PAC, c4, and Foundation, including:
  - Craft and execute annual fundraising plan
  - Manage donor relationships
  - Plan and execute fundraising events
- Manage the fundraising for the Ohio Chamber of Commerce PAC (OCCPAC)
- Assist in fundraising efforts for the Ohio Chamber of Commerce Research Foundation, a 501(c)(3).
- Manage fundraising efforts for Ohioans for a Healthy Economy, Inc, the Ohio Chambers associate 501(c)(4).
- Assist in other Ohio Chamber of Commerce events throughout the year.

**Required Qualifications:**

- At least 2 years of political fundraising experience is preferred.
- Bachelor's degree from four-year college or university, or equivalent.
- Database knowledge and understanding is preferred.
- Ability to learn quickly and create and follow process documentation for various state and federal reporting requirements.
- Effective relationship-building and collaboration skills.
- Ability to multi-task and move between tasks and entities on a daily basis.
- Prioritization skills related to deadlines, internal needs, and external needs is essential.
- Organization skills are critical as the key recordkeeper for all entities.
- Professional demeanor and executive presence with strong oral, written, and interpersonal communication skills.
- Uncompromising ethics and integrity.

- Personal interest in and commitment to free enterprise.

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health Insurance
- Life Insurance
- Paid Time off
- Vision insurance
- Pension Plan

**Physical Setting:**

- Office

**Schedule:**

- 8-hour shift
- Monday to Friday

**Supplemental Pay:**

- Bonus Pay Based on Performance