



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.