

**Fundraiser:****2 plus years of experience****FLSA: Exempt****Reports To: Senior Vice President of Political Engagement****Status: Full Time (40+ hours) from 8:30 a.m. to 5:00 p.m. (Monday-Friday)****Salary: \$80,000-\$200,000 (performance-based incentives, partial commission-based)****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

**Physical Setting:**

- Office

**Schedule:**

- 8 hour shift
- Monday to Friday

**Supplemental Pay:**

- Bonus pay

**Ability to commute/relocate:**

- Columbus, OH 43215: Reliably commute or planning to relocate before starting work (Required)

To apply please send your resume to Adam Rapien at [arapien@ohiochamber.com](mailto:arapien@ohiochamber.com).