

Manager, Data and Operations for HotelPAC

Position Title: Manager, Data and Operations, for HotelPAC,

Reports to: Senior Director, Conventions & Events

Position Summary:

AHLA is seeking a full-time Manager, Data and Operations, for HotelPAC, the association's political action committee. The Manager oversees AHLA's PAC administration, disbursements, fundraising, compliance and research efforts related to federal and state political campaigns. This includes developing presentation tools, monthly newsletters, and updates regarding the AHLA PAC for the Executive Leadership Team and AHLA Advisory Committee. This position also ensures that all federal and state PAC and lobbying filings are completed and performs research on the political landscape and climate at the federal and state levels that impact the hospitality

Responsibilities:

- Oversee day to day operations of the PAC including managing and maintaining disbursements and receipts, compliance, governance, communications, reporting, vendors, banking, fundraising, growth, solicitation campaigns, correspondence, records, and internal processes
- Draft Excel reports on fundraising status and disbursements.
- Draft letters and correspondence to members of Congress and AHLA members.
- Reconcile bank accounts and statements.
- Manage a political calendar to ensure the Government Affairs team is aware of important political events and engagements.
- Draft all elements of our quarterly PAC newsletter, updating on PAC activities and opportunities including how the PAC promotes AHLA strategic objectives.
- Work with VP, Political and Member Engagement, Senior Director, Political and Member Engagement, and other staff members to support and advise the PAC Advisory Committee on strategy and execution, including preparing Board presentations.
- Ensure compliance with all federal rules, guidelines, and laws working directly with AHLA outside vendors and consultants.
- Collaborate with internal corporate stakeholders and outside political counsel for successful management and execution

Education and Experience:

- Bachelor's Degree in Political Science, Communications, or related area, or equivalent work experience.
- 3-5 years of experience in data administration; PAC Administration, fundraising, and/or compliance experience preferred; or a combination of education and relevant experience.

Skills and Attributes:

- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and experience with database management.
- A proactive approach to problem-solving with strong decision-making skills.
- Excellent project management skills with meticulous attention to detail, and strong work ethic.
- Excellent oral and written communication skills; ability to write and edit clear, engaging, and grammatically correct content; willingness to be coached.
- Self-motivated individual who is also a team player with a high level of professionalism and emotional intelligence.
- Ability to thrive in a fast-paced environment.
- Detail-oriented individual with exceptional organizational and time management skills.

Other:

- Minimal travel requirements.
- In Office position – Based in DC.

Interested applicants can apply by sending their cover letter and resume to hr@ahla.com.

AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

EOE