

Manager, Political Action Committee (PAC)

Position Title: Manager, Political Action Committee

Reports to: VP, Industry and Political Affairs

Position Summary: AHLA is seeking a full-time Manager, Political Action Committee (HotelPAC). The Manager oversees AHLA's PAC administration, analysis, marketing, fundraising, compliance and research efforts for the Government Affairs team. 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 public policy issues at the federal level that impact the hospitality industry,

Responsibilities:

- Develop and execute AHLA's PAC strategy, planning, fundraising and events.
- Develop and manage marketing strategies and solicitation campaigns throughout the year to build awareness of and support for AHLA's PAC.
- 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.
- Develop and maintain relationships with key political fundraisers.
- Work with VP, Industry and Political Affairs and other HotelPAC Advisory Council members to support and advise the PAC Board on strategy and execution, including preparing Board presentations.
- Oversee day to day operations of PAC (donor database, budget, disbursement, compliance, governance, communications, reporting, vendors, banking, fundraising, growth, solicitation campaigns, correspondence, records, internal processes)
- 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 PAC Administration, fundraising, compliance; or a combination of education and relevant experience.
- Knowledge of FEC compliance, the legislative process at the federal, state, and local levels.

Skills and Attributes:

- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Demonstrated ability to work in diverse political climates with federal legislators and their political staff.
- A proactive approach to problem-solving with strong decision-making skills.

- Excellent project management skills with great 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