

AHLA POSITION DESCRIPTION

Position: Manager, Political Affairs

This position is responsible for supporting the political programs of the American Hotel & Lodging Association (AHLA). The incumbent would be responsible for the day-to-day operations of AHLA's political action committee (HotelPAC) and the grassroots operation (HotelsACT).

Responsibilities:

HotelPAC

- Manage fundraising programs and multiple AHLA member events throughout the course of the year.
- Coordinate with accounting department, outside vendors and counsel to ensure compliance with the Federal Election Commission.
- Work with internal AHLA stakeholders to develop a communications plan that optimizes the solicitable class and provides increased value to current PAC members.
- Maintain the PAC budget and communicate with internal stakeholders about disbursement strategy.
- Support AHLA team in hosting fundraising events by coordinating with campaigns and industry stakeholders.

HotelsACT

- Grow AHLA's grassroots program HotelsACT in conjunction with multiple internal stakeholders.
- Draft member alerts and newsletters on a regular basis.
- Help grow in district property tours via AHLA's Heart of the House program.
- Support the annual Legislative Action Summit and other fly-in events.
- Enhance digital advocacy efforts by utilizing social media to engage stakeholders.
- Perform other duties as assigned

Qualifications:

- Undergraduate degree in political science, communications or applicable related field
- Three to five years prior political work experience preferably in a trade association or campaign.
- Domestic travel required.

To apply, please send cover letter, resume and reference list to careers@ahla.com with **Manager, Political Affairs** in the subject line.