

## **PAC Fundraiser**

### **California applicants only.**

The California Hotel & Lodging Association is hiring! CHLA is seeking a **Fundraiser** to oversee our PAC's fundraising programs and activities. Previous experience in public affairs and/or fundraising is required. You'll be part of a dedicated, dynamic, and fun team of professionals. We offer a vibrant healthy work life balance culture with ongoing professional growth. The position offers a base salary, a potential annual bonus, medical/dental/vision benefits, PTO/sick leave/holiday plan and 401k.

Salary Range: \$50,000 – 60,000 depending on experience. **California applicants only.**

**Qualified applicants are to email their resumes and cover letters to [careers@calodging.com](mailto:careers@calodging.com).**

### **Key Responsibilities**

#### ***CHALPAC FUNDRAISING***

- Engage with hospitality professionals and solicit contributions to fund advocacy efforts
- Engage new donors and grow contribution pipeline
- Receive direction and updates on the latest campaigns and recommend fundraising programs and events with the potential to generate increased PAC revenue
- Attend campaign briefings, meetings, and presentations to provide information about CHLA's current efforts and solicit contributions
- Record contribution information and provide follow-up updates with campaign information and contribution "thank you" letters
- In partnership with the Advocacy Director, develop portfolios, presentations, or pitch decks for individual opportunities and events which may be shared with potential investors
- Contact both active and inactive PAC contributors and grassroots advocates via phone and email with updates and other content as part of the solicitation and pipeline development effort
- In collaboration with the Advocacy Director, plan and implement promotion of advance and onsite materials for fundraising programs and events
- Track key data and totals for all fundraising efforts to share with any recommendations to the Advocacy Director in a timely manner

#### ***CHALPAC SUPPORT SERVICES***

- Assist with research, data collection, background gathering, etc. in the initial process for determining campaign support priorities
- Present a contribution solicitation slide deck outlining goals and process which could be shared with the board of directors
- Any additional responsibilities requested at the discretion of the Advocacy Director or President & CEO

### **Requirements**

- Bachelor's degree from a four-year college or university. Additional coursework or certifications related to public affairs or fundraising a plus
- Two years' experience working in public affairs, marketing, and/or fundraising preferred
- Excellent professional verbal and written communication skills
- Proficient with Microsoft Office Products, Microsoft Teams communications platform, and database entry and report generations
- Ability to maintain discretion in handling confidential information
- Ability to travel to and work at events as authorized, including preparing and transporting related materials and supplies
- Ability to adhere to Association policies and procedures as provided

CHLA is a nonprofit trade association that provides resources and advocacy to lodging properties in California. CHLA is an equal opportunity employer and makes employment decisions based on merit. Company policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.