

NC REALTORS® Job Description

Updated 5/01/24

Title of Position: Regional Political Fundraising Manager

Department Government Affairs

Supervisor's Title: Director of Political Fundraising

Location: This position is based in Charlotte with travel in the state of NC

Nature of Position: Provide professional service and expertise to all political programs of the legislative department, including but not limited to the following:

Fundraising

- Serves as an assistant fundraiser for the NC REALTORS® political action committee (NC RPAC) and the National Association of REALTORS® Corporate Ally Fund (CAP). Provides fundraising assistance at the local association level in an assigned region. Types of fundraisers include but are not limited to online campaigns, phone banks and on site events such as raffles and games of skill. Local event planning also includes duties such as drafting emails, creating flyers, social media posts, generating invite lists, etc. Experience with Canva is preferred.
- Responsible for local regional event planning and management such as establishing and maintaining relationships with vendors and venues, routing contracts through the NC REALTORS® approval process, planning event details and aspects, including seating, dining and guests, creating reliable financial reports and collecting payments on time, remaining under budget with all costs, managing events and addressing potential problems that may arise, planning for potential scenarios that could impact the integrity of the event and maintaining a working knowledge of the complex needs of a wide variety of events.
- Responsible for reaching regional fundraising goals by identifying, cultivating and recruiting investors throughout the region.
- Work with members in the region to explore and secure speaking opportunities, office visits and other engagement opportunities for local members.
- Responsible for attending local association RPAC Committee meetings and keeping board members informed and engaged in the activities related to achieving fundraising goals.
- Communicates and collaborates with local volunteers in the region on how to successfully raise NC REALTORS® PAC dollars and details including but not limited to: event management, meeting application deadlines, setting and achieving goals, creating a budget, defining a target audience, venue selection, organizing volunteers and creating effective strategies for maximizing investors.
- Responsible for submission, coordination and tracking of all local candidate funding requests and invoices.
- Communicates as directed by supervisor with local RPAC Chairs, local GADs, NC REALTORS® leadership and NC REALTORS® staff regarding RPAC and CAP and

other REALTOR® political initiatives. Responds promptly to member and local association requests regarding NC RPAC.

- Educates NC REALTORS® membership about the importance of RPAC and CAP participation and political involvement. This may be accomplished through written and verbal communication, as well as travel to local REALTOR® associations throughout North Carolina.
- Provides assistance for preparation and execution of Legislative Committee meetings, as well as on-site support, as needed, for any other NC REALTORS® meetings and events.
- Responsible for understanding and learning the NAR PAC Management System, powered by Aristotle. Duties include tasks such as pulling reports, entering pledges, creating web forms, creating phone banks, email campaigns, creating groups tracking investment splits, member recognition and investor status.
- Provide professional support to NC REALTORS® communications and public affairs as they relate to government relations and political initiatives. This may include the execution of issues campaigns, creation of issue campaign materials, volunteer training or organization for GOTV, etc.

Government Affairs

- Support Government Affairs efforts and programming, including participation in advocacy events, providing briefings and updates to local associations when requested, and providing backup to other Government Affairs team members as needed.

Administrative

- Assist with delivery of all the services provided by the Government Affairs Office.
- Responsible for basic office administration related to the position including mail, processing invoices, submitting receipts, managing an RPAC debit card account and NC REALTORS® credit card account.
- Assisting with preparation for committee meetings and statewide meetings and events.
- Assist with customer services requests from local associations or volunteers.
- Support and promote the mission of NC REALTORS® by seeking to maintain a basic knowledge of the current events and programs offered by NC REALTORS®. Promoting events outside of the Government Affairs Department whenever there is an opportunity is considered a job component of all NC REALTORS® team members.
- Adhere to requirements of the NC REALTORS® Personnel Manual and comply with general responsibilities of NC REALTORS® team members (i.e. prompt completion of time sheets, prompt submission of receipts and expense reports, etc.).
- Other duties as assigned by the Vice President of Advocacy or the Director of Political Fundraising.

Background Requirements:

Education

A bachelor's degree from a four-year institution is required.

Professional Skills Political savvy and basic knowledge of the political process a must. Experience with NC campaigns and/or politics preferred. Personal organizational skills, ability to meet deadlines and work with limited supervision. Dedication to customer service, problem resolution and working together as a team to achieve goals and objectives. Excellent written and verbal communication skills required, as well as basic Microsoft office skills required. Some database management and manipulation experience is beneficial.

Relevant Experience A minimum of two years professional experience, preferably in political fundraising.

Dimension: No staff supervised.

Position Relationships:

NC REALTORS® Staff Work closely with government affairs staff on major projects such as Legislative Day, RPAC, communicating news from the N.C. General Assembly, and responding to member requests regarding legislative and political issues, etc.

RPAC Trustees Work closely with your supervisor to support and promote the mission of RPAC and to assist the RPAC Trustees.

Local Association Staff Maintain and promote solid communication with local association executive officers, local GADs, or other local association staff to promote political initiatives important to REALTORS® at the local level.

Finance Department Work closely with the NCR finance staff on invoices, submitting debit/credit card receipts for all local fundraising events and local candidate funding invoices.