



## **PAC Coordinator**

Full Time

Austin, TX, US

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**Position Summary:** This position will help advance the advocacy goals of the Austin Board of REALTORS® by coordinating the development and implementation of an annual PAC fundraising plan, assisting with local PAC fundraising and reporting requirements, and supporting the Government Affairs Department in achieving departmental goals.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate TREPAC fundraising activity including implementation of fundraising events and member awareness programs.
- Serve as liaison to the TREPAC Committee (and varying other task forces and committees, as needed).
- Coordinate committee activities such as meeting maintenance, agendas, minutes, and member-wide programs and events.
- Cultivate and maintain relationships with members and staff from other associations to support the advancement of TREPAC.
- Coordinate and support the development of member communication on behalf of the Government Affairs Department.
- Plan and implement details of large fundraising events, in collaboration with PAC volunteers and within appropriate budgetary guidelines.
- Coordinate the development and implementation of an annual TREPAC fundraising plan in accordance with the fiscal fundraising year of TREPAC.
- Assist the Deputy Director of Government Affairs to ensure ABoR's annual PAC fundraising quota is met and work to achieve annually adopted participation and dollars raised goals.
- Assist the Deputy Director of Government Affairs in coordinating with the Texas Association of REALTORS® on TREPAC activities, billing, and reporting.
- Assist the Deputy Director of Government Affairs in coordinating local PAC reporting with appropriate consultants and ensuring all state and local PAC reporting requirements are met.
- Collaborate with colleagues, both in the Government Affairs Department and across the organization, to support and execute member engagement activities including, but not
- limited to, events. Administratively support the Government Affairs Department.
- Special projects as assigned.



**Qualifications:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree from a 4-year college/university; or one to two years related experience; or equivalent combination of school and experience.
- Political fundraising, campaign management, or government affairs experience preferred.
- Donor relations and management experience preferred.
- Ability to travel locally and occasionally to national conferences.
- Ability to manage multiple tasks, meet deadlines, maintain accurate records, and have strong attention to detail.
- Ability to work in a hybrid work environment, from home and in-person.
- Ability to appropriately handle normal stress and interaction with others.

**ABoR Benefits:**

Full-time ABoR employees enjoy a benefits package that includes:

- Health, vision, and dental coverage effective on the first day of the month after your start date
- Eligibility for 401(k) plan, HSA, and flexible spending accounts subject to plan terms.
- Eligibility for company-paid benefits such as life insurance, short- and long-term disability and long-term care, subject to applicable waiting periods.
- Company-paid holidays and two floater days.
- Paid sick and vacation time earned on an accrual basis.
- Compensation Salary Range: \$60,000 - \$68,000 based on relevant experience and qualifications.