



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.