

POLITICAL ACTION COMMITTEE DIRECTOR/MEMBER DATABASE AND PURCHASING DIRECTOR

(FULL TIME)

Right to Life of Michigan (RLM) is looking for a prolife individual to manage the Political Action Department, development needs for member database system, and purchasing responsibilities.

Responsibilities:

- Manage all aspects of RLM PAC including current/effective PAC books, files, budgets, questionnaires, and training materials
- Coordinate the candidate endorsement process
- Conduct PAC trainings
- Research and provide information related to candidates, issues, and related topics
- Aid staff with purchasing of goods and services
- Aid with public relations duties
- Serve as liaison between RLM and 3rd party IT companies for development projects/needs and data application opportunities related to member database system.

Qualifications:

- Excellent organizational and communication skills including public speaking
- Ability to keep current on changing election/PAC regulations
- Adaptability to rapidly changing events and schedules; ability to multi-task
- Excellent written and research skills
- Ability to support PAC by-laws and endorsement decisions
- Ability to work independently, assisting multiple projects, priorities, and locations
- Familiarity with computer hardware and software
- Computer/database skills including creating and maintaining mail merge documents
- Ability to negotiate for cost-effective purchases

PLEASE NOTE:

This is a full-time position with benefits package. Candidates must send cover letter with resume (PDF documents) to be eligible for consideration. Please send to Office Manager at careers@rtl.org or mail to: Office Manager, Right to Life of Michigan, PO Box 901, Grand Rapids, MI 49519 – 0901. **Deadline for application is Friday, April 29, 2022.**