



About the Organization

PODER PAC is a 14-year-old political action committee founded in 2008 to support Latinas running for public office throughout the United States. Since our founding, PODER PAC has raised and invested thousands of dollars for pro-choice Latinas running from school board to Congress and supported winning candidates in 30 out of 66 races across the country. In 2015, PODER PAC changed its mission to focus solely on the federal candidates and doubling the number of Latinas serving in Congress.

We are also in the process of securing our 501©4 status (PODER Action: Powered by Latinas) to build the long-term power of Latinas via voter engagement, leadership development and innovation in government.

About the Opportunity

PODER PAC is seeking a passionate, dedicated and visionary professional to serve as the first Executive Director of the organization. The Executive Director will be responsible for implementing PODER PAC's mission by providing leadership and working closely with the PODER PAC Co-Founders.

Responsibilities:

- Work with the Board of Directors to further develop the strategic direction of PODER PAC
- Develop and implement a strategic fundraising plan
- Research, identify, contact, cultivate and track donors
- Recruit candidates who reflect the values and goals of PODER PAC
- Help craft the messaging opportunities of the organization
- Work with legal counsel to ensure adherence to applicable laws and guidelines

- Develop and manage relationships with PODER PAC Board of Directors, stakeholders and partner organizations
- Serve as the primary point of contact to campaign managers and candidates, which includes offering strategic advice and connecting them to resources
- Willingness to work remotely

Qualifications & Attributes:

- Demonstrated passion about Latinas serving in leadership positions as candidates, in campaigns and throughout the political process
- Demonstrated donor cultivation, fundraising experience and budgeting
- Political and/or campaign experience at the federal level (or state level)
- Self-starter with strong initiative who is strategic and a visionary thinker
- Excellent interpersonal and communications skills
- At least 5 years of relevant experience
- College degree required

To apply, please send a cover letter and resume to info@poderpac.com