



Specialist, Business Info/PAC & Campaign Finance Manager

Nationwide Mutual Insurance Company
Columbus, Ohio

The Nationwide Office of Government Relations is seeking a Political Action Committee (PAC) & Campaign Finance Manager (internal job title is Specialist/Lead, Business Information) to join their team in Columbus. The core responsibilities of this role include the following:

The PAC program remains an industry leader while meeting the company's business and federal, state, and local political objectives.

- Manage the annual PAC campaign along with regional campaigns to increase executive, associate, and agent PAC participation
- Create communications and support presentations that highlight the benefits of the PAC to multiple internal audiences
- Responsible for tracking, processing, and reporting all PAC campaign results
- Manage all PAC member benefit programs

Nationwide monitors, maintains, and emphasizes political compliance.

- Serve as point to manage all inquiries related to compliance, election, ethics, and campaign finance laws as well as Nationwide's code of conduct and core values
- Actively work to make sure all PAC and corporate political activity at the federal, state, and local levels are compliant while coordinating with internal counsel
- Track all new political involvement compliance laws and regulations and coordinate with internal counsel to manage response
- Support Director of Political Programs on targeted fundraising events
- Continue to implement the Nationwide PAC restructuring plan
- Coordinate and support activities with the Office of Compliance to ensure compliance with SEC the pay to play rule
- Manage PAC program by-laws and provide support or plan PAC board meetings

The PAC program operates efficiently and effectively while coordinating all day-to-day operations.

- Manage vendor relationship in regards to Nationwide PAC account reconciliation and filing of statutory reports
- Responsible for all financial aspects of the PAC including reconciling accounts with the general ledger, oversee PAC bank accounts, and generating a monthly report detailing membership and financial information by PAC
- Oversee check request processing by providing administrative support
- Process all starts, stops & changes in automatic PAC deductions via payroll/commission deduction and EFT
- Coordinate PAC operation projects, including IT, HR, communication, tax, finance, AP, and treasury activities.

We are seeking candidates with the following attributes / experiences:

- Proven success in managing a trade or corporate PAC program
- Strong written and verbal skills with the ability to explain complex issues
- Has 3-5 years of related experience
- Proven track record delivering results in a flexible and unpredictable work environment
- Works well in a team environment and demonstrate a high level of enthusiasm to motivate others
- Willing to travel
- Proficient in Microsoft Word, Excel, Publisher, PowerPoint, PAC software database applications, and web content software

JOB SUMMARY: Partners with internal customers in determining data and information needs, and in determining the use of information to aid them in making business decisions. Identifies and executes appropriate research methodologies that will provide the information needed in an understandable format. Serves as lead to other analysts and/or as a subject matter expert for information needs and analysis. Plans and supports information project needs, special reporting, and new technology.

REPORTING RELATIONSHIP: Reports to Manager/Director; may serve in a group/team leader role over 1-6 business information associates.

JOB DUTIES AND RESPONSIBILITIES:

1. Functions as the expert in data extraction from databases, tables, data warehouses, and other sources. Observes customer operations and proactively presents recommendations that will assist customers in making decisions regarding their operations. Develops, produces and maintains ad hoc and custom reports for information needs and analysis. Determines the level of information analysis needed based on customer needs and data availability. Uses various data access tools to pull information for reports and analysis.
2. Maintains the integrity of information in internal data bases. Using statistical analysis, identifies gaps in the data presented and makes recommendations for data maintenance.
3. Retrieves data from internal and external sources and data files in order to keep internal databases current and usable. Exports information to external sources.
4. Determines appropriate information and analysis to be shared with customers. Shares reports and information with appropriate area of the company as assigned.

5. Supports the research, analysis and presentation of information by: monitoring external sources, creating custom reports, compiling and summarizing information, producing supporting documentation and exhibits, and verification of information received from external sources.
6. May maintain personal computer hardware. and software.
7. Assists other associates with preparation of reports and use of information systems, software and related sources of information. Trains other users on report preparation and data base access.
8. Leads special projects, and serves as point of contact for projects.
9. Presents actionable recommendations , presentations, reports, and documents to help with the use of the information. Monitors, reviews and analyzes the external environment to support the research and analysis done with data extracted form internal sources. Presents and discusses these findings with customers.
10. Performs other duties as assigned.

MINIMUM JOB REQUIREMENTS:

Education: Undergraduate studies in business, insurance, mathematics or related field. Prefer degree or professional insurance coursework.

Experience: Six years experience in a business information analysis role, or similar business related position that involves analysis, problem solving, planning, coordinating and organizing.

Knowledge: In-depth knowledge of business information analysis concepts, data mining, various data sources insurance policies and procedures, customer service concepts and practices. Familiarity with product terminology, processes, regulatory and compliance issues is desired.

Skills: Verbal and written communication skills for interaction within the functional area, information documentation and report formulation. Ability to understand business information needs and to analyze data requests. Ability to work under tight time constraints. Ability to effectively operate a personal computer with business software applications for data import/export, manipulation, reporting and analysis.

Staffing Exceptions to the above Minimum Job Requirments must be approved by the: Business Unit Director/Officer and the HR Representative.

JOB CONDITIONS:

Overtime Elibigility: Not Eligible (exempt)

Working Conditions: Normal office environment. Extended periods of personal computer usage and report/information verification. Occasional extended and non-standard hours based on business information needs.

ADA: The above statements cover what are generally believed to the principal and essential function of this job. Specific circumstances may allow or require some associated assigned to the job to perform a somewhat different combination of duties