

## **Finance Assistant Congressional Campaign**

Democratic Congressional Candidate is looking for a dynamic and determined finance assistant to join its team. The Finance Assistant will support fundraising efforts for the campaign. Reporting directly to the Finance Director, the Finance Assistant will play a key role in the campaign's fundraising operation aimed towards a successful re-election campaign.

### **Responsibilities include but are not limited to:**

- Staffing finance and campaign events with the candidate
- Conducting donor research and preparing briefs
- Organizing and updating database and donor data
- Managing operational processes including deposits and compliance
- Working closely with the Finance Director to ensure events are well attended, operationally sound, and properly executed

### **Qualifications:**

- High motivation, strong work ethic
- Service-minded; understanding of and exemplifying the candidate's values
- Collaborative team-player and self-starter
- Pays close attention to detail
- Ability to manage multiple projects simultaneously
- Excels in a fast paced, high-pressure environment
- Work productively under deadlines
- Excellent verbal, written, and analytical skills
- Strong organizational and management abilities

To apply, please e-mail resume and cover letter to [campaignjobs@newpolitics.org](mailto:campaignjobs@newpolitics.org)