



## **Position Description -- Finance Fellow**

Congress is seeking **Finance Fellows** to help re-elect U.S. Rep. Elissa Slotkin in Michigan's 8th congressional district. Fellows will gain invaluable hands-on experience working closely with the Finance Department. Finance Fellows will be assigned a variety of tasks to meet the department's ambitious fundraising goals. The Finance Fellows will report to the Finance Assistants up through the Finance department. This position will be hired for on the basis of availability for entirely-virtual work.

The Finance Fellow program is perfect for young people seeking a fall opportunity to gain real, applicable experience in a top-tier political campaign.

To apply for this position, please submit a PDF resume and cover letter with two references to [campaign@elissaforcongress.com](mailto:campaign@elissaforcongress.com) with the subject line "Finance Fellow." Positions will be filled on a rolling basis, starting in late August 2020, running through election day on November 3rd.

### **Core Responsibilities**

- Perform research on new and potential donors to the campaign.
- Uphold data integrity through database management.
- Solicit donors and build out virtual events.
- Draft memorandum and other internal materials for the Finance Team.

### **Qualifications**

- Extremely organized with ability to track multiple priorities at once.
- Strong communicator who can clearly communicate progress to goal.
- Self-starter with a strong work ethic who is willing to work non-traditional hours.
- Michigan ties preferred.
- Campaign experience preferred, though not required.

### **Compensation**

- Finance Fellows will not be salaried employees. A monthly stipend may be allocated commensurate with experience and qualifications.

*Elissa Slotkin for Congress is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, political affiliation, sexual orientation, marital status, pregnancy, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.*