



## Elissa Slotkin for Congress: Finance Assistant

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Elissa Slotkin for Congress is searching for a dedicated, detail-oriented, and enthusiastic Finance Assistant to assist with all aspects of fundraising for the 2022 election cycle. This position will start ASAP and will continue to November 15, 2022.

During the off-year, the Finance Assistant must reside within 1 hour of Michigan's 8<sup>th</sup> congressional district. Day-to-day work will be performed remotely but as health conditions allow, the Finance Assistant will be expected to assist with in-person staffing of the Congresswoman, as well as coordinate with the Deputy Finance Director on projects such as mailings. The Finance Assistant will be expected to relocate to the district in which Congresswoman Slotkin is seeking election, after redistricting occurs.

This position reports to the Finance Director. The Finance Assistant can also expect the Deputy Finance Director to regularly lead and give feedback on their day-to-day work.

### **Responsibilities:**

- **Events:**
  - Support all aspects of National and Michigan fundraising events from start to finish, including but not limited to prospective donor research, creating invitation materials, making phone calls and drafting email outreach to build events, tracking RSVPs, communicating event logistics to attendees, attending and staffing events in-person as health conditions allow, post-event reporting to the team, and ensuring event hosts are properly thanked.
- **Call Time:**
  - Work with staff and interns to identify and prepare strong fundraising calls for the Congresswoman.
  - Track call time hours scheduled and completed and ensure timely follow-up and database updates
  - The Finance Assistant may also be expected to provide in-person staffing support to the Deputy Finance Director during Michigan call time as national health conditions allow.
- **Digital Fundraising:**
  - Assist the digital fundraising program by regularly brainstorming and helping to draft fundraising email copy
  - Reconciling source codes and fundraising data between databases and systems to ensure accurate digital projections

- **Contribution processing:**
  - Assist with retrieving mail, processing and source coding contributions, and communicating with the compliance firm to ensure contributions are processed in a timely manner.
- **Database maintenance:**
  - Regularly update NGP with outreach notes, event notes, call time notes, and other information.
- **Acknowledgements:**
  - Lead the campaign's thank you note program, working with staff and interns to ensure that acknowledgements are printed, signed, assembled, and sent in a timely manner.

The role may include additional responsibilities and room for growth, based on the finance assistant's interests and strengths as well as the evolving needs of the campaign.

**Qualifications:**

- Self-starter with a robust work ethic who is willing to work occasional weekends and evenings in a fast-paced, high-pressure environment, with a high level of attention to detail.
- Strong writer who can clearly communicate complex ideas in written form.
- Confident verbal communicator who can clearly communicate up and down organizational hierarchy.
- Reliable access to a car or other transportation to regularly travel point-to-point across the district.
- Ties to Michigan **strongly** preferred but not required.
- Prior fundraising or campaign experience (as a volunteer, intern, or staff) strongly preferred.

**Hours and Compensation:**

This is a full-time position and will at times require weekend and evening work, both remote and in person work, and when national health conditions allow, you may be expected to travel to support the Congresswoman's fundraising activities in Michigan.

The salary for this position is \$3,250/month and includes a competitive benefits package.

**To apply, please send a resume, cover letter, and brief writing sample (e.g. blog post, academic paper, personal essay, etc.) to [jobs@elissaforcongress.com](mailto:jobs@elissaforcongress.com) with the subject line "Finance Assistant."**

*Elissa Slotkin for Congress is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, veterans, and members of other underrepresented communities are strongly encouraged to apply.*