



Elissa Slotkin for Congress: Finance Assistant/Manager

Elissa Slotkin for Congress is searching for a dedicated, detail-oriented, and enthusiastic entry-to-mid-level finance staffer, to be based in Michigan for the 2024 election cycle. The Finance Assistant/Manager will work towards primary ownership of the Michigan events & meetings fundraising portfolio, and will assist with all aspects of campaign fundraising. The role's title and initial responsibilities will be commensurate with experience.

This position will start in Q1 of 2023 and no later than March 1, and will continue to November 15, 2024.

During the off-year, the Finance Assistant/Manager must reside within 1 hour of Lansing, MI. Day-to-day work will be performed remotely, but the Finance Assistant/Manager will be expected to perform regular in-person tasks such as checking the PO Box, working with volunteers to assemble mailings, and frequently staffing the Congresswoman when she is in-district.

During the on-year, the Finance Assistant/Manager must reside in the Lansing, MI area.

This position reports to the Finance Director.

Responsibilities:

This role comes with ample room for advancement, based on the staffer's interests and strengths as well as the evolving needs of the campaign.

- **Events:**
 - Serve as primary fundraiser for Michigan events portfolio, executing events from start to finish, including but not limited to: conducting 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, post-event reporting to the team, and ensuring event hosts are properly thanked.
 - Support all aspects of National fundraising events and meetings as team needs dictate.
- **Call Time:**
 - Work with the Finance Director 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.

- Serve as primary in-person finance staffer for the Congresswoman's Michigan call time.
- **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 volunteers/interns to ensure that acknowledgements are printed, signed, assembled, and sent in a timely manner.

Qualifications:

- Self-starter with a robust work ethic who is willing to work 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.
- At least one cycle of campaign finance experience (as a volunteer, intern, or staff) or similar fundraising experience is 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 travel to support the Congresswoman's fundraising activities in Michigan.

The starting salary for this position ranges from \$3,500-\$4,500/month and includes a competitive benefits package. Title and salary offered will be commensurate with experience.

To apply, please send a resume and cover letter to jobs@elissaforcongress.com with the subject line "Finance Staff."

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.