



## **Elissa Slotkin for Congress: Finance Director**

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Elissa Slotkin for Congress is searching for an experienced, detail-oriented, and enthusiastic Finance Director for the 2024 election cycle, to manage the finance team and execute one of the largest Congressional fundraising programs nationally.

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 Director's location is flexible between Michigan and Washington, D.C. (D.C. preferred). Day-to-day work will be performed remotely, but the Finance Director will undertake a robust schedule of national fundraising travel, and will be expected to regularly staff the Congresswoman in-person.

The Finance Director will be expected to relocate to the Lansing, MI area during the on-year.

This is a senior staff role that reports to the Campaign Manager and has a direct working relationship with the Congresswoman.

### **Responsibilities:**

- Create, maintain, and execute a robust finance plan using events, meetings, direct mail, digital fundraising, call time, and raising from other partners and bundlers, monitoring progress to goal and pushing the team to reach aggressive quarterly goals.
- Serve as lead national fundraiser for the campaign, executing events from start to finish, staffing national fundraising trips, and maintaining ongoing communication with national hosts, bundlers, and partners.
- Provide day-to-day management of the finance team, which may include remote management during the off-year.
- Review and approve all fundraising email and mail copy prior to review by the Congresswoman.
- Staff the Congresswoman's Washington, D.C. political time.
- Oversee and manage all finance data and technology including: NGP, ActBlue, Google Drive, and Warchest.
- Interface with all partner organizations and vendors essential to financial success --
- including but not limited to compliance firm and issue-based endorsers.

### **Qualifications:**

- At least one cycle of campaign finance experience required, two cycles strongly preferred.
- Demonstrated experience in national fundraising and travel required.
- Proficiency in NGP, ActBlue, and Google Drive required.
- 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.
- Ties to Michigan/the Midwest are a plus.

**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 \$6,500-\$7,500/month and includes a competitive benefits package.

**To apply, please send a resume and cover letter to [jobs@elissaforcongress.com](mailto:jobs@elissaforcongress.com) with the subject line "Finance Director."**

*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.*