



FINANCE ASSISTANT

The North Carolina House Democratic Caucus seeks a full-time Finance Assistant for the 2018 cycle. The Finance Assistant will be responsible for supporting the Finance Director and other caucus staff to meet caucus fundraising goals, and helping members and candidates meet their individual fundraising goals. The position will report to the Finance Director.

Responsibilities

- Develop and coordinate direct mail solicitations
- Write email solicitations
- Donor research
- Staffing events
- Compliance and other administrative tasks as assigned

Qualifications

- Bachelor's degree preferred
- Some campaign experience preferred
- Proficient in Microsoft Word/Excel/PowerPoint, Google Drive, etc.
- Preference will be given to candidates with knowledge of NGP
- Ability to work in a fast-paced environment and manage multiple projects
- Strong written and verbal communications skills
- Superior organizational skills and attention for detail
- Valid driver's license and access to a vehicle, laptop, and cell phone required.

Salary will be competitive and commensurate with experience. Health benefits included. Candidates must live in or be willing to relocate to Raleigh, NC and should expect to work campaign hours, including some evenings and weekends.

To apply, please send resume, cover letter, and three references to lydiaclaire@ncdp.org.