



## Job Posting: Finance Assistant

The NCDP is looking for a full-time, intelligent, interactive, self-starting individual to join its finance team as we work to break the legislative majorities in 2018. This is a wonderful opportunity to be part of the most dynamic State Party in the country.

### **Responsibilities Include:**

- Work with finance team on upkeep and maintenance of campaign database, including donor information and prospective extensive donor research
- Processing daily contributions
- Assist with recruiting and directing volunteers and intern staff
- Prep for candidate call time
- Assist with drafting fundraising email and communications
- Ability to work non-traditional hours as needed
- Applicant may be asked to perform other campaign related activities
- Organize and plan campaign events
- Ensuring event goals are met or exceeded

### **Qualifications and Skills:**

- Previous finance/fundraising experience preferred by not required
- Applicants must be highly organized and have the ability to multitask in a fast-paced campaign environment
- Knowledge of NGP Software preferred
- A true self-starter who is a detail-oriented team player
- Excellent written and verbal communication skills
- Experience writing fundraising communications
- Experience directing volunteers
- Ability to manage a lot of projects simultaneously and cheerfully
- Proficiency with Microsoft Office required
- Access to reliable transportation required

Salary is commensurate with experience.

**To apply please send a cover letter and resume to [jobs@ncdemocraticparty.org](mailto:jobs@ncdemocraticparty.org). Please only list the words "Finance Assistant Application" in the subject line.**

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