



# MICHIGAN HOUSE DEMOCRATIC FUND

## FINANCE ASSOCIATE

### Michigan House Democrats Finance Associate Job Description

Democrats in the Michigan House of Representatives currently hold 52 of 110 seats, and are just four seats away from flipping the House in 2022. Key open seats, paired with an independent redistricting commission, give Democrats a unique opportunity to flip the chamber.

#### OVERVIEW

The Michigan House Democratic Fund (MHDF) is hiring a highly motivated, organized individual to assist the finance team with operations and contribute to the overall goal of flipping four more seats from Red to Blue and winning majority in 2022.

The Finance Associate position is officed from Lansing, MI (but is remote) and reports directly to Senior Finance Staff. They will help strategize and implement individually-tailored fundraising plans for existing House members, 2022 candidates, and the caucus at-large. They will also provide House members, candidates, and their teams with ongoing finance assistance.

#### Key Responsibilities

- Help individual caucus members maintain individual fundraising operations by...
  - Creating call lists
  - Staffing call time when needed
  - Assist with building events
  - Assisting in the maintenance of member finance plans
- Support caucus and leadership events, sending invitations and managing event details, and tracking call time and pledges.
- Assist in donor research and maintain NGP records of individual and PAC donors.
- Assist in building a robust finance fellowship program

#### Requirements

- Prior political or fundraising experience a plus, but not required;
- Experience with NGP, ActBlue, and Google Suite a plus, but not required;
- A willingness to learn campaign finance, compliance, and other related fields;
- An ability to produce detail-oriented work in a fast-paced environment;
- Strong people skills and patience;
- Ability to travel frequently throughout Michigan, including access to a vehicle and access to a cell phone and;
- A strong commitment to Democratic values and getting Democrats elected.

This is a full time position. The compensation range is \$35,000 - \$40,000/year and is commensurate with experience. The Michigan House Democratic Fund is an equal opportunity employer, committed to hiring a staff that reflects our diverse caucus and state.

Please send a resume, cover letter, and at least three references to [aennis@mihousedems.com](mailto:aennis@mihousedems.com) with the title "Finance Associate" in the subject line. Applications will be reviewed on a rolling basis.