



MICHIGAN HOUSE DEMOCRATIC FUND

FINANCE and COMPLIANCE ASSOCIATE

Michigan House Democrats Finance and Compliance 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 provide House members, candidates, and their teams' ongoing finance assistance, and assist with Caucus fundraising, and compliance at-large.

Key Responsibilities

- Advise House members and candidates on fundraising best practices, and provide assistance when necessary
- Update and create fundraising materials, templates and guides for House members and 2022 candidates
- Send weekly event updates via email to partners and stakeholders
- Maintain fundraising databases and lists
- Assist senior finance staff with Caucus fundraising program
- Assist senior finance staff with record keeping and compliance

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 with the title "Finance Associate" in the subject line. Applications will be reviewed on a rolling basis.