

Ohio House Democratic Caucus

Finance Assistant Job Posting

Position Title: Finance Assistant

Employment Status: Full Time / Exempt - Salaried / UFCW 75 Bargaining Unit

Supervisor: Finance Director/Finance Consultant

The Ohio House Democratic Caucus seeks an individual to assist with fundraising and support the campaign committee and candidates running for office in the 2022 election cycle. The Finance Assistant will be responsible for supporting fundraising of the organization and candidates in their efforts to raise funds through researching donors, managing call time, staffing fundraising events and meetings, and using proven and tested best practices and testing new methods to meet fundraising goals.

The ideal candidate will have at least one cycle worth of fundraising experience on a political campaign, political party, or advocacy organization and can work with diverse elected leaders, candidates, donors, partners, and staff.

Job Responsibilities

Reporting to the Finance Director or caucus finance consultant, the Finance Assistant is responsible for the following:

- Ongoing donor research for major donors, organizations, PACs, and individuals in Ohio and across the county;
- Manage and staff call time with elected members and candidates
- Promote and staff fundraising events;
- Candidate fundraising support and consultation;
- Manage fundraising database and maintain data integrity
- Create fundraising and thank you print (letters) materials;
- Mentorship of finance fellows;
- And all other duties as assigned by the Finance Director/Finance Consultant.

Performance Expectations

The Finance Assistant must:

- Effectively build and maintain relationships with elected members and candidates.
- Meet deadlines, have a responsive and collaborative communication style.
- Be adaptable to the changing nature of fundraising and flexible to create new tactics and use new tools with a positive attitude.
- Adhere to the highest ethical standards. Convey a professional and positive image and attitude regarding the organization and our elected members and candidates. Demonstrate commitment to continued professional growth and development.
- Frequent local travel including occasional overnight or out-of-state travel will be required for meetings with elected leaders, candidates, donors, and for conferences. Must be available for frequent evening and weekend work.

Qualifications

- An understanding of fundraising practices, think outside of the box, and work well with diverse candidates;

- Experience developing and maintaining relationships with elected leaders, candidates, and/or donors; and
- A belief that our mission matters and that electing Democrats to the Ohio House is critical in moving Ohio forward.

Compensation

Salary range is between \$35,000-\$45,000 annually and is dependent on experience. Benefits include health, vision, dental, life insurance, and flexible paid time off per the UFCW Local 75 collective bargaining agreement.

How to Apply

Please send a cover letter, resume, and three references to aalex@ohiodems.org with the subject line "OHDC Finance Assistant." Applications will be accepted on a rolling basis until the position is filled.

About the Ohio House Democratic Caucus

The Ohio House Democratic Caucus (OHDC) is the official campaign arm with the goal of electing Democrats to the Ohio House of Representatives.

The OHDC is committed to inclusion and diversity. We seek to hire staff that reflects the diverse communities and perspectives that comprise Ohio. Qualified candidates of all backgrounds, and specifically individuals of color, women, Indigenous people, and members of the LGBTQIA community, are highly encouraged to apply.

The OHDC prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.