



## Iowa Senate Majority Fund

### Job Description: Finance Assistant/Call Time Manager

#### Position Overview

Iowa Senate Democrats are hiring a Finance Assistant/Call Time Manager to work for our campaign committee, the Iowa Senate Majority Fund (SMF).

This position reports directly to the SMF Finance Director. Finance Assistants will work directly with the Finance Director, Executive Director, Senate Democratic Leader Zach Wahls, members of the Senate Democratic caucus, and Democratic candidates for State Senate to execute our finance plan. This position will require campaign hours and some statewide travel. The salary range for this position is \$36,000 – \$44,000 with core benefits including healthcare with dental, paid vacation, and paid sick leave. Additional incentives and benefits, including supporter housing, may be available upon request. This position is based in Des Moines, Iowa.

#### Qualifications

We seek applicants who are talented, ambitious, and hungry to prove themselves. This position is ideal for applicants who are looking for an entry level position in campaign fundraising, as well as for finance staff looking to expand their fundraising skill set and work with multiple elected officials and candidates rather than an individual campaign. No previous campaign experience or political fundraising experience is required to apply, however some previous campaign finance experience is preferred.

A Finance Assistant must possess:

- A desire to learn, willingness to make mistakes, and the ability to accept feedback and adapt
- Ability to multitask and manage multiple fundraising projects at any given time
- Strong organizational skills and attention to detail
- A self-starter mindset; willingness to take initiative, and tackle difficult challenges head on
- Strong verbal and interpersonal communication skills
- The ability to stay calm in high-pressure and fast-paced situations
- A desire to grow as a political fundraiser and learn new fundraising skills

#### Job Responsibilities

The Finance Assistant will be primarily responsible for assisting the Finance Director and Deputy Finance Director with Leader and member fundraising. The Finance Assistant/Call Time Manager will be primarily responsible for helping members and top tier candidates execute their finance plans, as well as ensure fundraising call time is productive and occurring regularly.

Responsibilities will include:

1. Donor research and donor prospecting
2. Prepare member and candidate call time, including preparing detailed call sheets and ensuring productive call time hours
3. Staff incumbent Senators and top tier candidates during call time
4. Track all pledges to members and candidates during call time, as well as ensure pledge follow up is done in a timely manner
5. Manage interns and volunteers as needed
6. Staffing SMF and member fundraising events
7. Other tasks and projects as assigned by the Finance Director and/or Deputy Finance Director

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## **How to Apply**

Please email (1) a resume, (2) a list of three or more references, and (3) a writing sample to the Iowa Senate Majority Fund at [Senate@IowaDemocrats.org](mailto:Senate@IowaDemocrats.org). Cover letter optional. For questions about this position, please contact the above email address. Consideration of applications will begin on Monday, November 22 at 9:00 am and will be ongoing until the position is filled.

Targeted start date is Monday, January 3, 2022. The start date can be flexible depending on the needs of the applicant. We will also consider a temporary remote start, however the position will require the applicant to eventually relocate to Des Moines, Iowa.

Please contact Andy Suchorski at [senate@iowademocrats.org](mailto:senate@iowademocrats.org) for any accommodations you need for the application and interview process.

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