



**Employment Opportunity:** Finance Assistant, Washington Senate Democratic Campaign

**Location:** Seattle, WA (Georgetown Neighborhood)

**Compensation:** Depending on experience, \$42,000-\$50,000 a year, full health insurance benefits, cell phone and mileage reimbursement, generous PTO, sick leave, and vacation policy

**Hours:** Full-time

**Duration:** Through December 2022

**Interested candidates may apply** by sending a resume and cover letter to [malorie@senatedemocrats.org](mailto:malorie@senatedemocrats.org) by **January 31st, 2022**

### **About the Washington Senate Democratic Campaign**

The Washington Senate Democratic Campaign (WSDC) was established in 2013 to support the election and re-election of Democrats to the Washington State Senate who are or intend to be active participants in the Senate Democratic Caucus. The WSDC provides staff, financial, and strategic assistance to Democratic candidates for the Washington State Senate to grow our Democratic majority.

### **About The Position**

The WSDC is seeking a detail-oriented and collaborative professional with excellent organizational skills to join our Finance Team. The Finance Assistant will be responsible for aiding the Finance Director in meeting all WSDC fundraising goals and helping Democratic candidates for the state Senate to raise money in support of their individual campaigns.

### **Responsibilities:**

- Assist the Finance Director in managing and growing the individual and PAC giving program, including identifying, researching, and tracking donors and organizations
- Organize, execute, and staff fundraising events, both in-person and online
- Help to prepare donor correspondence, including coordinating email and direct mail programs
- Staff call-time as needed
- Assist in tracking the financial position of all Senate campaigns, eight caucus accounts, and relevant PACs
- Maintain donor database
- Some light graphic design work
- Other tasks as assigned

### **Qualifications:**

- Some campaign or fundraising experience is preferred but not required
- Excellent written and verbal communication skills, along with attention to detail, and a friendly and open attitude
- Ability to work in a high-stress environment, under tight campaign deadlines, with a tendency for kindness and humor

- Capacity to work flexible hours including evenings and weekends, both in-person and remotely
- A valid driver's license and reliable access to a vehicle is preferred but not required
- Strong commitment to equity, racial justice, and alignment with our goal of electing Democrats to the Washington State Senate

***The WSDC is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, or any other protected factor. We also engage in anti-discriminatory hiring practices, folks who are women, queer, trans, non-binary, Black, Indigenous, people of color, parents, have different abilities, are immigrants are encouraged to apply. The WSDC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.***