



Finance Assistant Job Description

Job Description

The Georgia Senate Democratic Caucus is composed of the elected Democratic members of the Georgia State Senate. The caucus employs partisan staff positions that assist members and may also have non-partisan staff who are paid by the State of Georgia.

The Finance Assistant works with the Finance Director to expand GSDC's fundraising and finance service capacity. This position works closely with the Finance Director to implement GSDC's individual giving program through staff-driven call time, assistance with direct mail and email programs, and donor maintenance programs, such as thank you notes and individual meetings.

The Finance Assistant also works closely with the Finance Director to update giving records for PACs and the Lobby Corp. They will be involved in managing Caucus fundraising events, updating giving memos for meetings and call time, and researching new opportunities to expand Caucus partnerships.

During election cycles, the Finance Assistant works closely with candidate and member campaign staff to provide campaign support, track performance, and consultation where necessary.

Responsibilities and Expectations:

- Assist the Finance Director in managing and growing the individual and PAC giving program, including identifying, researching, and tracking donors and organizations.
- Maintain relevant financial trackers for the Caucus' fundraising program, including compliance for relevant parts.
- Organize, support and staff Caucus fundraisers in coordination with the Finance Director and member/leadership staff.
- Support call time for leadership and members who are fundraising for the Caucus as needed.
- Assist Members with developing individual campaign and fundraising plans, and train staff to execute plans.
- Assist candidates and their staff in general election campaigns to build out their fundraising plans and onboarding for newly elected members post-election.
- Assist in managing the NGP and ActBlue database and maintain data integrity.
- Work on other duties as assigned by the Finance Director.

The Finance Assistant should possess:

- A Bachelor's degree or commensurate years of work experience in communications
- A minimum of 2 cycles in campaign work, ideally with at least one in fundraising.
- Experience with online tools management, including social media platforms and databases. NGP and ActBlue experience preferred.
- Preferred graphic design experience. Plus, if familiar with video design software.
- Excellent written and oral communications skills.
- An ability to work in a fast-paced environment with tight timelines and an ability to prioritize multiple assignments.
- An ability to work occasional weekends and evenings during peak work seasons.
- A keen understanding of state legislative campaigns is highly preferred.

Salary & Compensation

Salary is 58,700 - 63,700 annually and is dependent on experience. Healthcare and benefits included.

How to Apply

Please send a resume, 2 writing samples, and at least 3 references to keith.brannum@gmail.com for consideration. Writing samples can include either a fundraising solicitation letter or a fundraising email. Cover letter is recommended.

The GSDC is committed to inclusion and diversity. We seek to hire staff that reflects the diverse communities and perspectives that comprise Georgia. 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 GSDC 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

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Justifications

Finance Assistant

- Background: The Caucus has made a major investment in the hiring of Finance staff and expanding operations through hiring of the digital firm, Run the World (RTW). The Caucus has added a universe of over 80,000 potential donors, with plans to continue expansion and engagement online and in-person.
- Areas of Expansion:
 - Person-to-person (P2P) fundraising: We have to engage individual donors over the course of this election cycle, and develop a giving culture around the Caucus. Time is the greatest challenge here. Just like community organizing, building donor relationships with the Caucus will take time, whether that is individual to individual, fundraising events, and targeted emails.
 - Member Support: We have taken first steps to engage members in structured campaign building, especially fundraising capacity. Such steps of capacity building has a trade off to Caucus fundraising, but is also an untapped resource of Caucus support.
 - Digital Support: Building on the digital program we have established, there is a ceiling to what can be provided that can be filled with specific member-to-member support, donor list research, and drive specific Caucus projects beyond what RTW provides.
- Expectations of Position
 - Support the Finance Director in building out the Caucus' individual giving program, including individual fundraising solicitation, research and development of Caucus' lists, and building new donor lists.
 - Open and expand Caucus Fundraising Services to at least 6 new members, including call time management, 1:1 advising, member staff support, and candidate support as necessary
 - Work w/ Finance Director to onboard incoming/presumptive members following GA primary and work w/ red-to-blue races to support their campaigns.