



## Employment Posting: Finance Assistant

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The **New Mexico House Democratic Campaign** is a full-time political operation, consisting of several collaborating organizations, dedicated to growing a Democratic majority in the New Mexico House of Representatives.

The NM House Democratic Campaign is seeking a full-time Finance Assistant to support an aggressive fundraising operation to protect and grow our Democratic majority in the state House of Representatives. The Finance Assistant will work closely with senior finance staff to help candidates and members execute their finance plans and achieve their fundraising goals.

### ***Primary Responsibilities:***

- Assist senior finance staff with implementing an aggressive but achievable two-year finance plan:
  - Staff small-and large-scale fundraising events ranging from small social gatherings to large events with 100+ attendees.
  - Conduct research on existing and prospective donors.
  - Provide administrative support, including data entry, record-keeping, filing, contact management, and database cleanup and maintenance.
- Support candidates and caucus members in achieving their fundraising goals:
  - Conduct donor prospecting and research for candidates and members.
  - Prepare call sheets and materials for call time and fundraising events.
  - Staff in-person and remote call time for candidates and assist with follow-up donor correspondence and pledges.
  - Staff House Democratic leadership and other members at finance-related events.

### ***Required Skills and Qualifications:***

- Strong commitment to electing Democrats to state government.
- Bachelor's degree or equivalent experience.
- Proficiency with Office suite (Word, Excel, etc.), and G Suite (Google Drive, Google Sheets, Gmail, etc.)
- Exceptional (practically neurotic) attention to detail.
- Solid time management, planning, and organizational skills.
- Ability to prioritize and manage multiple projects.
- Strong interpersonal, and written and verbal communication skills.
- Lives in or willing to relocate to Albuquerque, NM, for the duration of the 2022 campaign cycle.
- Flexibility and commitment to work extended hours, including nights and weekends as needed.

***Preferred Skills and Qualifications:***

- Experience working on a political campaign, particularly in a fundraising role.
- Knowledge of the political landscape and key people/organizations.
- Experience with NGP and other finance/fundraising software.

Starting salary commensurate with experience; compensation will increase based on performance. Timing negotiable, but strong preference for successful candidate to start by early July. Submit application to Leanne Leith ([lealeith@gmail.com](mailto:lealeith@gmail.com)); please include resume, cover letter, starting salary expectations, and the names and contact information for at least three references. Position open until filled.