



ADLCC In District Finance Assistant

Reports to: ADLCC In District Managers, ADLCC Finance Director
Location: Phoenix, AZ (4) or Coolidge, AZ
Start Date: May 1 or May 15

The Arizona Democratic Party provides the highest level of service to elect our candidates and support our campaigns, constituents, and state. The Arizona Democratic Legislative Campaign Committee is an independent arm of the Arizona Democratic Party. It is the only organization in Arizona whose sole mission is electing Democrats to the State House and State Senate. ADLCC's goal is to win and then expand, Democratic legislative majorities by recruiting great candidates, providing modern and comprehensive training and support, and strategically investing in the most competitive districts.

ADLCC In-District Finance Assistants will execute the district finance plans in the top competitive Arizona legislative districts by managing call time and pledge follow up, planning fundraisers, and managing digital fundraising. **This is an election cycle position with an end date of November 20th, 2021.**

Essential Job Functions:

- Execute district finance plan
- Manage donor call time with the candidate and complete timely follow up
- Conduct donor research and prepare appropriate information, track results, and follow up
- Plan and schedule fundraisers
- Track progress of the district finance program and produce regular reports for in district manager and ADLCC Finance Director
- In coordination with the In District Manager and ADLCC Finance Director, implement outreach with the candidate to effectively interact with lobbyists to secure financial support from organizations and committees.

Required Skills:

- Commitment to winning a Democratic majority in the State Senate and State House
- Maintain a level demeanor in high stress situations
- Aptitude to give and receive constructive feedback
- A commitment to building an inclusive and positive team culture for staff and volunteers.

ADLCC

- Understanding how to say “no” to taking on certain projects

Preferred Experience (not required)

- 1-2 cycles of campaign finance experience, preferred call time role
- Familiarity with Numero, ActBlue, Google Sheets, and/or other data management and project management programs.

Expected Outcomes

- Execute the fundraising plan of the district
- Complete at minimum 10 hours of call time per week with in district candidates
- Maintain impeccable and detailed contribution history

Salary and Benefits: Salary is \$4500 per month and includes medical, vision and dental insurance benefits at no cost to the employee with a \$150 stipend for technology costs associated with working at home

To submit a resume for this position [apply online](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4379810) or copy and paste the URL:
https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4379810

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The ADLCC is a project of the Arizona Democratic Party (ADP). The ADP is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff. ADP is an equal opportunity employer, and it is ADP’s policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, pregnancy, national origin, religion, sexual orientation, identity, or expression, ethnic identity or physical disability, marital or military service status including membership in the National Guard, or any other legally protected status. Protected status may also include an individual's marriage to—or association with—someone with any status listed above.