



MICHIGAN HOUSE DEMOCRATIC FUND

Finance Associate

Michigan House Democrats Finance Associate Job Description

Democrats in the Michigan House have taken the majority for the first time in over a decade. In order to help protect that majority, we are seeking to build out our finance staff for the 2024 cycle.

Overview

The Michigan House Democratic Fund (MHDF) is hiring a highly motivated, organized individual to assist the finance team with operations and contribute to the overall goal of holding the House in 2024.

The Finance Associate position is based in Lansing, Michigan and reports directly to the Deputy Finance Director. They will provide House members, candidates, and their teams with ongoing finance assistance and assist with caucus fundraising and compliance.

Key Responsibilities

- Prepare and staff call time with members of leadership team and targeted candidates
- Assist members with planning events
- Prepare research on prospective donors
- Send weekly event update emails to partners and stakeholders
- Maintain fundraising databases and lists
- Assist senior finance staff with caucus fundraising program
- Assist senior finance staff with record keeping and compliance
- Hire, train, and manage finance fellowship program under the guidance of the Deputy Finance Director
- Other duties as assigned

Requirements

- Prior political or fundraising experience required;
- Experience staffing call time a plus
- Experience with NGP, ActBlue, and Google Suite is a plus;
- A willingness to learn campaign finance, compliance, and other related fields;
- An ability to produce detail-oriented work in a fast-paced environment;
- Strong people skills and patience;
- Ability to travel frequently throughout Michigan, including access to a vehicle;
- A strong commitment to Democratic values and getting Democrats elected.

This is a full time position. The compensation range is \$50,000 to \$55,000 and commensurate with experience. MHDF is an equal opportunity employer, committed to hiring a staff that reflects our diverse caucus and state.



MICHIGAN HOUSE DEMOCRATIC FUND

Finance Associate

Please send a resume, cover letter, and at least three references to mhill@mihousedems.com with the title "Finance Associate" in the subject line. Applications will be reviewed on a rolling basis.