



Finance Assistant - Maine Senate Democratic Campaign Committee

The Maine Senate Democratic Campaign Committee (SDCC) is a full-time political organization dedicated to building the Democratic majority in the Maine Senate. **The SDCC seeks a Finance Assistant to support our fundraising program to protect and expand our majority in 2024.**

The Finance Assistant will help manage our fundraising program by supporting call time preparation and management, digital fundraising, and fundraising events. This role will report directly to the Finance Director and have the **opportunity for on-the-job promotion by the end of the 2024 cycle.**

Responsibilities:

The Finance Assistant has various responsibilities which support all aspects of the caucus' fundraising and development program – including but not limited to:

- Schedule, prepare, and staff in-person and virtual call time
- Utilize metrics to continually improve the effectiveness of the fundraising plan
- Plan, build, and staff fundraising events for the SDCC and Senators
- Execute and manage donor research and expand principals' donor networks
- Manage all pledge and correspondence follow-up
- Work closely with compliance staff
- Maintain fundraising databases and lists
- Track caucus expenses and cash flow
- Draft and send fundraising emails for the digital fundraising program

Qualifications:

- One to two cycles of political campaign experience
- Event planning experience a plus
- Working knowledge of NGP, ActBlue, and Excel
- A willingness to learn campaign finance and compliance
- Strong written and verbal communication skills
- Donor prospecting and research experience preferred
- Excellent attention to detail and organization, ability to work independently

PAY & BENEFITS:

Full-time employees are eligible for benefits, including health care, vision, and dental insurance; sick leave, paid time off, and more. Salary is between \$50,000-\$55,000 based on experience. Must be able to work with long, irregular hours, have reliable access to a vehicle and travel frequently around Maine. This position is hybrid remote/in-person; employees should expect to live and work on the ground in Maine by November 2023.

TO APPLY:

Applications will be considered on a rolling basis and we intend to fill the position as soon as possible. Send resume, cover letter, and 2-3 references to Lily Herrmann, SDCC Executive Director at lily@mainesdcc.com. Please use "Finance Assistant" as the subject.