

**Position**

Finance Assistant

**Location**

Albuquerque, NM

**Description**

The NM House Democratic Campaign Committee is seeking a committed individual to support an aggressive finance operation to maintain the Democratic majority in the New Mexico House of Representatives in 2024. This is a position available full or part time based out of Albuquerque, NM.

**Responsibilities will include**

- Assist in the execution of a multi-faceted short and long-term finance plan that maximizes multiple revenue streams
- Manage any call time sessions for NM House Caucus Members and execute all follow-up as needed
- Plan, schedule, and execute any NM House Caucus and individual member fundraising events as needed
- Assist in the creation of event invitations for any NM House Caucus events and individual member events as needed
- Communicate with members regarding upcoming events, call sheets, call time, and other items as needed
- Work with the Finance Director and other members of the finance team to prepare state finance reports for the NM House Caucus as needed
- Improve and maintain accurate records in the finance databases
- Assist with donor research projects

**Qualifications**

- Strong commitment to electing Democrats to state government
- Minimum one cycle statewide, congressional, or state & local campaign as a finance assistant or call time manager preferred
- Strong experience and superior aptitude working with Numero or similar web-based fundraising tool platforms like NGP
- Experience with databases and technology systems with an emphasis on Excel and Google Suite preferred
- Experience in and knowledge of the political landscape and key people and organizations in New Mexico
- Lives in or willing to relocate to New Mexico
- Detail-oriented and able to prioritize and manage multiple projects
- Strong written and oral communication skills

**Jop type**

Part-time or Full-time, salaried

**Pay**

\$2,500-\$3,500

**To Apply**

Send a resume, cover letter, and three references to Walter Kappler at [walter@nmhdcc.com](mailto:walter@nmhdcc.com)

**Application Deadline**

March 1st

The NM House Democratic Campaign Committee is an equal-opportunity employer. The NMHDCC is committed to including groups historically underrepresented due to race/ethnicity, religion, age, gender-identity, sexual orientation, and/or disability. We strongly encourage members of underrepresented and marginalized communities to apply.