



# MICHIGAN HOUSE DEMOCRATIC FUND

## Michigan House Democrats Email Manager

### Overview

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

The Email Manager position is based in Lansing, Michigan and is partially remote. This position reports directly to the Finance Director.

### Key Responsibilities

- Manage Michigan House Dems fundraising email program
  - Create and maintain content calendar
  - Draft fundraising emails, facilitate approval process, and send from NGP Targeted Email
- Work with partners to develop email acquisition plan for 2024 cycle
- Advise MHD members and candidates on email fundraising and interface with partners working with MHD members and candidates on their email programs

### Requirements

- Experience writing fundraising emails or digital content;
- Experience managing social media accounts for an organization a plus;
- Familiarity with NGP Targeted Email;
- General experience with NGP, ActBlue, and Google Suite;
- Experience creating graphics/images for social media or email using Canva, Photoshop, InShot, or any graphic creation program or app;
- An ability to produce detail-oriented work in a fast-paced environment;
- Strong people skills and patience;
- Ability to work both independently and on a team;
- A strong commitment to Democratic values and getting Democrats elected.

This is a full-time position. The compensation range is \$55,000 to \$60,000 and commensurate with experience. MHDF is an equal opportunity employer, committed to hiring a staff that reflects our diverse caucus and state.

Please send a resume, writing sample, and at least three references to [aennis@mihousedems.com](mailto:aennis@mihousedems.com) with the title "Email Manager" in the subject line. Applications will be reviewed on a rolling basis.