



Georgia Senate Democratic Caucus Finance and Operations Assistant

The Georgia Senate Democratic Caucus is comprised of the elected Democratic members of Georgia State Senate. The caucus employs partisan staff that assist members and may also have non-partisan staff who are paid by the State of Georgia.

This role will report to the GSDC Finance Director.

The Finance and Operations Assistant will be responsible for the expenditures of the organization including managing payables, staff reimbursements, and tracking invoices and payments. This individual will need to be willing to learn, dedicated to systems, proactive and communicative with staff and vendors, and pay close attention to detail.

The Finance and Operations Assistant will also play a key role in fundraising for both the caucus and target campaigns by managing donor research for the caucus and supporting data projects as needed. Call time scheduling, management, and follow up with GSDC members and candidates will be required. This individual will also be deeply involved in the logistics for all fundraising events including vendor communication and day of event logistics.

Job Description

Responsibilities Include:

Operations

- Manage and upkeep staff reimbursements and invoices/payables submit receipts to compliance and submit payables codes as needed
- Track and follow-up on all invoices, payables, reimbursements, etc.
- Assist the Finance Director with compliance records and reporting
- Write TY notes to donors and send postcards out on a regular basis

Finance Prospecting

- Prepare call lists in advance for call time, including research of donor giving history, contact information, and other relevant information.

- Prospect new and existing donors through donor research
- Build donor prospect and event briefs
- Create call sheets for members to reach new prospects

Data Management

- Maintain accurate cash flow systems in coordination with the Finance Director
- Maintain donor database and update as needed with contact and contribution information

Event Planning and Management

- Responsible for organizing and managing every aspect of events under supervision of Finance Director, including planning budgets, booking venues, liaising with suppliers and clients, managing logistics
- Staff all Dem caucus fundraising events as well member events as needed
- Support list building for invites

Qualifications:

- One cycle of political fundraising experience
- Ability to conduct online prospecting and research
- Demonstrated commitment to electing Democrats to elected office
- Exemplary time management, planning, and organizational skills
- Detail-oriented and able to prioritize and manage multiple projects and interns
- Experience with NGP, Act Blue, Warchest, and related Democratic fundraising software
- Experience in and knowledge of key people/organizations in Georgia preferred.

The salary range for this role is \$50,000-\$60,000 commensurate with experience. Health insurance is provided, and other benefits may be available.

Please send a resume to: bri@gasenatedems.com