



Finance Assistant

The Michigan Senate Democratic Fund is seeking a full-time finance assistant to help coordinate caucus fundraising efforts and assist with staffing call time with Senate members and candidates.

About the Michigan Senate Democratic Fund

The Michigan Senate Democratic Fund is a caucus political action committee that works to elect and retain Democratic members to the Michigan State Senate. After flipping the Michigan Senate in 2022, we are defending our majority in 2026.

Primary Responsibilities

This position reports to the Deputy Finance Director and:

- Assists finance team with call time including preparation, staffing, and follow up
- Assists finance team with preparation of materials for donor meetings
- Handles logistics for caucus fundraising events and assists with event staffing
- Maintains caucus donor databases
- Assists with thank you letter process as needed
- Performs office administrative duties, including office supply upkeep, printing, and other office needs

Qualifications

This position is based in Lansing, Michigan. Hybrid opportunities are available. To excel in this position, you should have:

- A strong commitment to electing Democrats to state government
- A track record of developing and maintaining strong working relationships
- Excellent time management and are results-oriented
- Reliable transportation (position will at times require travel around the state)
- The ability to work extended hours, including occasional nights and weekends as needed
- NGP and ActBlue experience is a plus but not required

Physical Requirements

The Michigan Senate Democratic Fund is committed to an inclusive organization, supporting employees of varying abilities and to providing reasonable accommodations to enable individuals with disabilities to thrive. The requirements of this role, related to its physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to remain in a stationary position for long periods of time while operating a computer or other office productivity machinery
- Must be able to move about inside an office to access file cabinets, office machinery, etc.
- Must be able to remain in a stationary position while driving or riding as a passenger in a car. MSDF reimburses mileage.

Salary and Benefits

The compensation for this position is commensurate with experience. MSDF offers health, dental, and vision insurance.

Application Instructions

Submit a resume and a cover letter to Zoe Christensen at zchristensen@senatedems.org. We are accepting applications on a rolling basis, with an ideal start date in April of 2026.