



Finance Assistant Job Description

Job: Finance Assistant for Annie's List endorsed candidates and incumbent races around Texas.

Annie's List Mission: Annie's List mission is simple: to recruit, run, and elect Democratic women. To accomplish this, Annie's List has been providing early funding and support for candidates, including trained campaign staff, for 14 years. Annie's List's efforts along with exceptional women candidates have resulted in 36 endorsed candidates becoming elected officials to serve the public of Texas.

Responsibilities: Annie's List is seeking a Finance Assistant on behalf of our endorsed candidates across the state. Finance Assistants will lead the candidates' fundraising and development goals that include, but are not limited to:

- Directs Candidate call time: sit with candidate during call time, log all activity in NGP software system, assure call sheets are ready for call time, do all follow up to daily call time calls
- Works with the campaign manager and fundraising consultant to execute the finance plan
- Develops call sheets and works with finance consultant to keep call sheets ready for scheduled call time
- Recruits, trains, and manages volunteer solicitors, if appropriate
- Works with manager and fundraising consultant on fundraising events, do turn out calls, recruit volunteers to help at events
- Prepares reports on fundraising progress for the Campaign Manager, Fundraising Consultant and Candidate
- Collects and maintains up-to-date and accurate database records for the campaign in the NGP database, including reports for all personal contacts between donors and campaign staff

Qualifications:

- 1+ cycles of campaign finance experience, previous statewide or congressional campaign finance experience or equivalent
- Must have event planning experience
- Knowledge of NGP, BSD and Excel
- Must have strong written and communication skills
- Working knowledge of state campaign and ethics finance law
- Donor prospecting and research experience preferred
- Prior experience with targeting contributors and follow up management
- Excellent attention to detail and highly organized
- Time management skills are a must
- Flexibility to work evenings and weekends



Compensation: Commensurate with experience.

Locations: Dallas, Houston, and El Paso, TX

To Apply:

To apply, please email monica@annieslist.com with "Finance Assistant Application" in the title along with your cover letter, resume, and three professional references. Positions accepted on a rolling basis.