



KANSAS DEMOCRATIC PARTY - FINANCE ASSISTANT

The Kansas Democratic Party is seeking a skilled, versatile political professional Finance Assistant to join our team. The Finance Assistant will be responsible for day-to-day fundraising operations for the KDP and will work closely with our elected partners, allies, and other stakeholders.

In this role, you will be a part of a highly collaborative, fast-paced, and friendly team that works closely with the major campaigns in the state (Governor, Senate, House, local races, etc.) as we work to elect Democrats up and down the ballot. The Finance Assistant must be able to take direction from several different members of the team and quickly adapt to the fast pace of the office. This job requires working under pressure, working with hard deadlines, strong organizational skills, the willingness to work irregular hours to finish projects, and must work efficiently with staff at all levels.

Responsibilities

As a Finance Assistant, you will assist the KDP team with a variety of tasks including but not limited to:

- Event planning for Party fundraisers
- Manage finance call time with KDP's Chair and Officers, providing extensive donor research, organizing donor outreach, tracking results, maintaining and updating donor databases, talking with past and prospective donors as needed, and assisting with follow up (i.e. scheduling future calls, chasing pledges, and drafting fundraising communications).
- Collaborate with KDP staff on fundraising emails
- Grow the Party's recurring giving program, the Blue Kansas Club
- Executing timely donor acknowledgement of large gifts
- Other duties as assigned

Minimum Qualifications

- At least one cycle of campaign experience, particularly related to Communications and Finance programs.
- Ability to mediate between and balance the needs of multiple stakeholders
- Proficient in NGP
- Ability to work in a fast-paced environment, while remaining detail-oriented and focused on deadlines
- General understanding of campaign-finance laws and other applicable federal and state regulations governing coordinated campaigns
- Ability to handle sensitive and confidential information.



- Strong verbal and written communication skills.
- Graphic design skills are a major plus.
- A belief in the mission of Democratic Politics.
- A dedication to diversity, equity and inclusion.

To Apply:

To apply, please send your resume, cover letter, and three professional references to info@kansasdems.org. Please contact the Kansas Democratic Party at info@kansasdems.org for any accommodations you may need for the application and interview process.

Salary: \$42,000 with additional benefits

The Kansas Democratic Party is an equal opportunity employer, and employs without regard to race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), parental status, family medical status or genetic information, military service, age, national origin, ancestry, marital status, height, weight, creed, economic status or disability.