



Location: Phoenix, Arizona

Finance Assistant for ADP and ADLCC

Party is seeking an energetic Finance Assistant to support the Finance Director with fundraising efforts to grow and diversify ADP's donor base and increase fundraising. Assist the Finance Director by maintaining databases and other administrative and technical duties as assigned. Interest in call time staffing, prep, follow up, and scheduling. Knowledge of finance planning, budgeting and cash flow processes. Basic understanding of Arizona and federal campaign finance law is preferred.

Essential Job Functions:

- Maintain databases with current donor information
- Participate with building of relationships with donors and potential donors in state and nationally
- Assist with providing the necessary information and preparation for the Executive Director and Chair to maintain relationships with major donors, institutional partners and allies
- Maintain proper materials for call-time and follow-up
- Staff principal call time and coordinate principal calendar
- Assist with the creation of fundraising materials
- Ensure database integrity for regular correspondence and reporting
- Assist the Campaign and State Party in remaining compliant with all state and federal finance laws
- Additional duties as assigned

Skills:

- Basic understanding of budgeting and cash flow
- Some knowledge of campaign finance laws
- Political strategy/acumen
- Relationship cultivation building
- Managing projects effectively and efficiently
- Giving and receiving feedback
- Event Coordination and management
- Project Management
- Excellent and persuasive written, verbal, and public presentation skills.
- Ability to evaluate tactical effectiveness, adapt, and improve execution and tactical selection.
- Knowledge of NGP, Numero, Excel/Google Sheets, Warchest

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The Arizona Democratic Party (ADP), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The ADP is an equal opportunity employer and prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.

Paid for and authorized by the Arizona Democratic Party

Not authorized by any Candidate or Candidate's Committee

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