



**Finance Assistant  
Ohio Democratic Party  
Columbus, Ohio**

**About Ohio**

Over the next two years the Ohio Democratic Party (ODP) will build an organization to win highly consequential elections up and down the ballot. With new leadership comes a new vision for our Party, refocusing on the core fundamentals that move the needle. ODP is building back better as a focused, modern, and nimble force to elect Democrats statewide now and into the future.

Ohio is a top tier U.S. Senate pick-up opportunity for national Democrats because of the state's retiring Republican incumbent. The battle to save the Senate majority will be fought in Ohio. 2022 offers the chance to take control of the Ohio Supreme Court, make gains under new legislative maps, and win control of state government constitutional offices including Governor/Lt. Governor, Attorney General, Secretary of State, Treasurer, and Auditor. These races give Democrats in Ohio early and strategic opportunities to rebuild the Ohio Democratic Party.

**About the Opportunity**

The Ohio Democratic Party is seeking a talented, passionate professional to serve as Finance Assistant. We are seeking a self-starter and natural leader who will help to serve as a strategic asset to ODP's finance department. Specifically, the Finance Assistant will be responsible for:

- Coordinating and planning events
- A successful call time program
- Donor research
- Building and maintaining key relationships
- Directly raising money from local, state, and national donors
- Database maintenance

Additionally, this person will be an aggressive innovator of new ideas, approaches, and opportunities to raise funds. The position reports to the Finance Director and Deputy Finance Director.

**Qualifications:**

- 1 cycle prior political fundraising experience preferred
- Strong abilities in program planning, implementation, and follow-through
- Collaborative by nature with both internal and external stakeholders
- Excellent verbal, writing, and analytical skills accompanied with the ability and desire to speak persuasively in a charged atmosphere
- Strong computer skills, experience with NGP and ActBlue preferred
- Must have a valid driver's license and access to a vehicle as this position will require travel

**Core Competencies:**



- Excellent in interpersonal skills and building relationships
- Understanding of Ohio's complex political and demographic realities
- Knowledge of volunteer and paid tactics, and when/how to deploy them effectively and efficiently
- Clear, effective, high-quality writer
- Highly communicative - responsive to internal and external requests, emails, and calls, within reason
- Multitasker - Able to juggle multiple activities yet not lose focus on top priorities or let something slip through the cracks
- Exceptional time management and organizational skills with the ability to manage multiple projects and competing priorities
- Committed to the values and practices of a diverse, equitable, and inclusive workplace with the ability to take feedback and learn

**Personal Characteristics:**

- Passionate and thoughtful about what and how they do work and whom they work with;
- Resilient, resourceful, and adaptive to priority shifts and change (big and small);
- Kind but willing to apply soft elbows when needed;
- Realistic, but positive in outlook, not ego- or turf-driven, able to focus on opportunities when faced with challenges;
- Collaborative by nature;
- Fully invested in the success of Ohio Democrats.

Interested candidates should submit their resume, a detailed cover letter, and three references to HR Director Sarah Ross at [SRoss@ohiodems.org](mailto:SRoss@ohiodems.org). Applications will be taken on a rolling basis. The salary range for the position is \$3,500-4,000 per month.

ODP recognizes that our success requires we be a place where a diverse mix of talented people want to come and do their best work. We are focused on building a staff that is diverse of race, gender and gender expression, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different. Candidates of color, women, LGBTQI, and more are encouraged to apply.