Position: Finance and Call Time Assistant  
Reports to: Executive Director  
Salary: $40,000-$50,000, with benefits  
Location: Denver, CO + Virtual  
Start date: Immediately  

About the position:  
Reporting to the Executive Director, the Call Time Manager’s job is to ensure that the officers, staff, and volunteers making fundraising calls successfully executes the major donor fundraising plan for the party. Additionally, they will assist with donor communication to follow up on commitments and conversations.  

The Finance and Call Time Assistant is responsible for directing, managing, and providing all support for Chair call time, including: assure call sheets are ready for call time by researching producing accurate call sheets, prioritize and manage all call lists, create all briefing materials on donors; sit with Chair during call time and ensure swift and effective execution of fundraising goals; log all activity in NGP software system; chase pledges and ensure completion of all donor follow-up to daily call time calls via email, letter, and phone communication.

Duties include but are not limited to:  
- Direct, manage, and implement all aspects of the chair call time operation, including; meeting assigned goals, creating call sheets, organizing outreach, staffing, and coaching principals, tracking results, and managing data;  
- Direct and manage donor and prospect call time follow-up, including scheduling future calls, pledge, chase, and relational outreach;  
- Complete research on donor prospects and manage the prospecting program;  
- Report out results of call time; including actual donor contact, hard and soft pledge totals, and overall performance statistics;  
- Train and manage interns and volunteers on donor research, review their work regularly and provide constructive feedback to improve intern research quality;  
- Assist with drafting major donor fundraising emails and communications;  
- Ability to work non-traditional hours as needed;  
- Travel with Chair as needed, including to staff the Chair at donor meetings;  
- Provide coaching and feedback to the principal during call time;  
- Prepare and prioritize scheduling calls for the principal;  
- Prioritize short-term and long-term projects to allow for continued success and growth of call time program;  
- Plan, manage, and recruit for small and large fundraising events including the yearly dinner;  
- Create fundraising materials; and  
- Assist the State Party in remaining compliant with all state and federal finance laws.
Job Qualifications:
- Minimum of two years of related fundraising experience with a state or national committee, political campaign, or non-profit organization;
- Have a clear understanding of campaign finance laws;
- Excellent written and verbal communication skills;
- Ability and willingness to work long irregular hours including travel in and out of state;
- Experience with small, mid, and large event/project planning.

Skills & Attitude Qualifications (Required):
- Goal Oriented - enjoys working toward and achieving ambitious goals.
- Keeps calm in stressful situations.
- Has the capacity and willingness to work long hours during peak season, rolling up their sleeves and getting the work done.
- Cultural Competency - able to build relationships and collaborate with diverse colleagues, voters, and volunteers.
- Strong written and interpersonal communication skills and an ability to gracefully steward critical donor relationships.
- Desire to fight for Democratic values and candidates.
- Be a "team player" and assist co-workers with meeting important deadlines such as donor prospecting, stuffing envelopes, data entry, etc.
- Applicants must be highly organized and have the ability to multitask and meet deadlines in a fast-paced campaign environment.
- Growth Mindset - ability to take and implement feedback.
- Strong written and interpersonal communication skills and an ability to gracefully steward critical donor relationships.
- Desire to fight for Democratic values and candidates.
- Be a "team player" and assist co-workers with meeting important deadlines such as donor prospecting, stuffing envelopes, data entry, etc.
- Applicants must be highly organized and have the ability to multitask and meet deadlines in a fast-paced campaign environment.
- Growth Mindset - ability to take and implement feedback.

Preferred - A Plus:
- Experience in staffing a principal for fundraising call time.
- Experience fundraising in a multi-entity organization structure.
• Experience doing pledge follow-up and donor communication.

• Experience in political fundraising.

• Experience with donor management software such as NGP.

**Salary:** Salary is commensurate with experience. Position will include medical and vision insurance benefits at no cost to the employee.

**Application Instructions:** Please email Karin Asensio at karin@coloradodems.org your one-page resume summary, and three references as one attachment with “Finance and Call Time Assistant” in the subject line. In lieu of a formal cover letter please include in the body of your email one to two paragraphs on why you are applying for this position and how your skills meet the description above. Direct any questions to karin@coloradodems.org.