



## **Regional Finance Assistant**

The North Carolina Democratic House Caucus is seeking a highly motivated candidate for the position of Regional Finance Assistant. The ideal candidate will have experience in both traditional and cutting-edge fundraising practices, with a strong emphasis on building donor relations and event planning.

The Finance Assistant will assist the finance director in day to day tasks including administrative duties related to record keeping and accounting, planning and executing fundraising events, digital fundraising efforts, and “big picture” fundraising initiatives. This position will report directly to the finance director and caucus director and work closely and collaboratively with the finance director and intern team.

### **Knowledge, Skills, and Abilities**

- Knowledge of or ability to learn NGP VAN campaign software
- Knowledge of ability to learn Call Time best practices
- Knowledge of ability to learn donor research
- Experience in event planning and execution
- Preferred experience creating digital invitations and graphics
- Ability to work collaboratively and independently
- Ability to work some evenings and weekends
- Highly organized and detail oriented
- Highly motivated and committed to the Democratic party, our members, and our candidates
- Basic administrative skills including filing, data entry, record-keeping, simple accounting
- Proficient in Microsoft office including Excel, Word, Power Point, Publisher, Outlook
- Familiarity with or ability to quickly learn North Carolina campaign finance/compliance laws

This is a full time position requiring a commitment of at least one cycle (2020), starting as soon as possible. The position will be based in Charlotte, NC. Salary commensurate with experience. Benefit package included.

**To apply, please send resume to Amanda Eubanks at: [aeubanks@ncdp.org](mailto:aeubanks@ncdp.org) with the subject line: “Regional Finance Assistant”.**

*The North Carolina Democratic Party House Caucus is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identify or gender expression.*