



## **FINANCE ASSISTANT**

The Iowa Democratic Party is accepting applications for the position of Finance Assistant. The Finance Assistant will work under the direction of the Finance Director.

### **Duties include, but are not limited to:**

- Assist the Finance Director in implementing all aspects of finance plan
- Assist in the planning, development, and implementation of fundraising events
- Maintain and update donor lists and records in database
- Maintain contact lists for donors and organizations
- Research prospective donors
- Prepare and send acknowledgements for contributions
- Manage call time, including but not limited to staffing, detailed record keeping and follow up

### **Requirements:**

- Excellent written and verbal communication skills
- High level of attention to detail
- Strong organizational and administrative skills
- Sense of humor
- Ability to handle confidential information
- Ability to work in a fast-paced, high-pressure environment
- Occasional travel and reliable vehicle are required

The Iowa Democratic Party provides a competitive salary and benefits package including health care and paid leave.

The Iowa 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.

The Iowa Democratic Party is looking to fill this position immediately. For more information or to apply, email your resume and references to Finance Director Erika Bartlett at [ebartlett@iowademocrats.org](mailto:ebartlett@iowademocrats.org).