



**Position:** Junior Fundraiser/Deputy Finance Director

ApaFirm is a political and nonprofit consulting firm offering both fundraising services and general strategic advice to political candidates in local, state and federal races; and nonprofits across the U.S. ApaFirm staff has fundraising experience dating to 2002 and has a track record of successful fundraising campaigns. This position will allow the applicant to acquire a broad perspective of fundraising knowledge and skills.

**Start Date:** Immediately (ongoing employment post elections)

**Hours:** 6 days per week (campaign hours)

**Salary:** Negotiable/Commensurable with Experience, STARTING AT \$2,250.

**Qualifications:**

- 4-year degree preferred but not required;
- An interest in politics with a desire to learn about political fundraising and strategy;
- Interested parties **must have reliable transportation and laptop;**
- Willingness to relocate IMMEDIATELY to any state location is essential.
- Excellent organizational and interpersonal skills;
- Keen attention to detail and ability to focus on tasks;
- Skilled in Word, Excel, NGP experience a plus.

**Responsibilities will include the following:**

- Attend trainings or agree to be trained by ApaFirm leadership to learn new fundraising skills and techniques;
- Assist implementing a fundraising plan developed by ApaFirm to fund the campaign's budget;
- Utilize ApaFirm-specialized fundraising resources, including templates, worksheets, and programming materials, such as ApaFirm-specialized scripts, letters, and e-mail blast text;
- Provide organizational and administrative support to help develop/improve the organization's internal structure and administrative/planning functions;
- Provide staff/volunteer training and staff support;
- Maintain consistent communications with ApaFirm leadership to maximize the implementation of plans and programs provided by ApaFirm; and
- Provide daily, weekly, monthly, and quarterly reporting and analysis of all services provided.

We are currently accepting applications. Please send a 1-page resume to [Apa@ApaFirm.com](mailto:Apa@ApaFirm.com) with subject line "Finance Director Applicant – [YOUR NAME].