**Call Time Manager/Fundraising Assistant**

**HSG Campaigns**

We are a national Voter Contact consulting firm that has extensive experience winning political and issue campaigns.

One of our clients a major Los Angeles area race is seeking a Call Time Manager/Fundraising Assistant.

This is a great opportunity for those interested in working in a very competitive, high profile and exciting campaign

**Qualifications**

* Experience not necessary
* Strong communications, research and organizational skills
* Positive attitude, computer skills and strong work ethic
* Ability to work long and irregular hours
* Attention to detail
* Reliable transportation
* Strong interpersonal skills
* Ability to work independently and in team settings
* Passion for electing Democrats

**Responsibilities**

* Staffing the candidate during call time
* Tracking progress of the call time program and producing regular reports for candidate and senior staff
* Working with the Finance Director to organize and staff fundraising events as needed
* Utilizing metrics to continually improve the effectiveness of the fundraising plan
* Identifying new donor prospects and cultivating current supporters
* Preparing thank you letters, event invitations, and other mail solicitations
* Helping with other aspects of the campaign as necessary

Pay range for this position is $1500 - $2,500 per month depending on experience. Hours TBD, starting ASAP (January, 2022).

Those interested in the position can email their resume to: crystal@lpcampaigns.com