

Job Description:

Kristen Havlik for Raleigh City Council is now hiring a PART-TIME finance director/treasurer for her campaign. This is a small municipal campaign but significant money is needed to reach voters citywide.

Prior campaign/non-profit fundraising experience is required. This position is a great start for anyone that is looking to elect a working class progressive to the city council and gain experience in local politics. Campaign launches in January 2022 and the election is in November 2022 but we are hiring immediately and looking to hire quickly. This role will report to Kristen until a campaign manager has been hired later on this year.

Job Requirements:

Responsibilities include:

- Prepare for call time and work directly with Kristen
- Follow up with donors and write thank you letters
- Organizing and coordinating at least one fundraising event per month From January - October 2022
- Developing and implementing strategic fundraising plans and budget
- Compiling and analyzing data, identifying and researching donors and surrogates
- Take the NCSBE Treasurer training
- Track all finances, manage budget, file reports on time & remain in compliance with the NC State Board of Elections

Applications for this position must:

- Have excellent communication skills
- Have at least a year in fundraising experience- whether campaign or non-profit, volunteer and internship experience will be considered as well
- Have the capacity to work around 20 hours a week with a lot of the work being in the evenings and on weekends through November 2022
- Be comfortable talking on the phone
- Have Google workspace, NGP VAN and ActBlue experience
- Have access to reliable transportation, laptop and cell phone
- Must live in Raleigh or the Triangle area
- Passionate about progressive ideologies
- Must have received the full course of COVID-19 vaccination

About the campaign: Kristen Havlik is running for Raleigh City Council at large. Kristen was born and raised in Raleigh and has been a progressive community organizer for over 2 years. Kristen is currently working 2-3 jobs while running for office and will not be able to dedicate 100% of her time to her campaign and that's why she needs good quality staff to help her win. She is challenging 2 incumbents that are bought and paid for by luxury housing developers that are actively displacing our Black and Brown communities, and by corporate PACs and climate disruptors like Wake Stone. Our campaign rejects toxic and dark money and we are focused on

funding from small dollar donors. Kristen has a network of supporters across the country that we will be reaching out to.

Our campaign celebrates diversity and we are committed to creating an inclusive, accessible and safe environment for all. Women, people of color, LGBTQ+ and disabled folks are strongly encouraged to apply.

To apply, please e-mail your resume to Vivian Taylor and Loren Whitaker at taylorwhitakerconsulting@gmail.com, cover letter not required but please let us know a little about yourself that your resume does not include. Please use the subject title - Finance Director - [Your Name]

Salary will be negotiable as this is a part-time position.