



## **FINANCE Assistant JOB DESCRIPTION**

**Job title:** Finance Assistant

**Supervisor:** Membership & Finance Director

**Location:** Philadelphia, PA

**Travel Requirements:** 10% Travel

### **About IMPACT**

Indian American Impact ("IMPACT") is a national organization that elevates the voices of Indian Americans, South Asians, and all historically excluded communities to ensure that every level of government reflects the diversity and values of the people it serves. We envision an inclusive, multi-racial democracy where the Indian American, South Asian, and all historically excluded communities are represented, empowered, and engaged in the pursuit of equity and justice in America.

### **Position Summary:**

Indian American Impact seeks a full-time Finance Assistant to support its fundraising efforts. As part of the Finance Team, the Finance Assistant will be in charge of staffing call time with the Executive Director, Finance Director, and other surrogates as well as support the overall donor portfolio through the development cycle. The ideal candidate will have some previous experience in campaign finance, operations, electoral politics, or nonprofit development.

### **Duties and Responsibilities:**

#### ***Call Time Management***

- Manage and run the Executive Director, Finance Director, and other principals' call time activities
- Log all activities in EveryAction and ensure research and call sheets are prepared for call time
- Complete all necessary follow up from daily call time and report back to the Membership & Finance Director with progress towards goal

#### ***Donor Research & Prospecting***

- Actively pursue donor prospecting opportunities and list expansion within the overall donor research program
- Recruit and train Finance interns and/or volunteers if necessary
- Collect and maintain updated and accurate database records for the organization in the EveryAction database including all personal contacts between donors and campaign staff



### **Other Responsibilities**

- Assist with the annual membership program and stewardship of major donors to the organization
- Assist with event management including host committee follow up as well as day-of event activities
- Supports the creation of a grassroots digital fundraising program including writing and editing copy

### **Ideal Qualifications:**

The Finance Assistant will be an early-career professional with at least 1-2 years of experience in political campaigns, campaign finance, or nonprofit fundraising and development. Experience managing principal call time is also ideal. Other desired attributes, competencies, and skills include:

- Demonstrated skill and passion for building political power in underrepresented communities
- Motivation to join a young organization that is seeking to build influence and political power for South Asian Americans
- Knowledge of Microsoft Office Suite, Google Tools, and NGP/EveryAction
- Strong written and verbal communication skills
- Previous donor research and prospecting experience
- Strong time management skills and diligent follow up management

### **Culture and Compensation:**

At IMPACT, we believe that one of the best ways to invest in our mission is to invest in our team. We offer competitive salaries and a benefits package that includes full health and dental coverage and three weeks paid time off plus 15 national holidays. The Finance Assistant will be employed as a full-time position with a salary range of \$50,000 to \$60,000.

### **How to Apply:**

To apply, please complete the form at [www.iaimpact.org/jobs](http://www.iaimpact.org/jobs) and include a resume and cover letter. For questions about the position, please contact Linto Thomas at [linto@iaimpact.org](mailto:linto@iaimpact.org). We will review applications on a rolling basis until filled.

*IMPACT is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, or veteran's status.*