



Hiring political professionals:

### **Candidate & Fundraising Account Manager**

**Adeo Advocacy** is a woman-owned and led public affairs firm in Baltimore seeking to hire a driven and detail-oriented individual with experience in campaign fundraising and finance to lead day to day operations and maintain organization for our political candidates and their accounts.

Applicants should have one cycle of campaign fundraising and finance experience, preferably including call time management and event planning. Applicants who are adept multi-taskers, enjoy the principals and practice of fundraising, and embrace both traditional and creative fundraising strategies will have a strong advantage in consideration for the position.

#### **Responsibilities include:**

- Working directly with clients to ensure successful fundraising efforts
- Working closely with the director of our candidate division to refine and execute clients' fundraising plans
- Providing regular fundraising tracking and reporting data to clients and team
- Working with design team to create and refine campaign fundraising materials
- Staffing candidate call time
- Performing call time-related correspondence and follow-up
- Managing candidates' fundraising schedules
- Performing donor research
- Working closely with compliance staff.

#### **Qualifications:**

- Knowledge of NGP and/or EveryAction, Microsoft Word, and Excel.
- Effective written and verbal communication skills.
- Extraordinary emotional intelligence and interpersonal skills.
- Exceptional time-management and enthusiasm for organization.
- Proven ability to problem-solve, adapt, maintain confidential information, and meet deadlines.
- Flexibility in work hours to support client events and deadlines.

#### **Preferred but not required:**

- Familiarity with Maryland campaign finance laws and compliance systems.

#### **Benefits include:**

- Partial employer-paid health care
- 401k with employer match

#### **Next steps:**

Please submit a cover letter, resume, salary requirements and references to **jobs@adeoadvocacy.com** with Political Accounts Manager the subject line.

**adeo** is committed to the diversity of our team and partners. We strongly encourage women, minorities and candidates of all gender identity and expression to apply.