



## Call Time Manager

**Location:** Austin, Texas (with some statewide travel required)

**Reports to:** Finance Director

**Position Type:** Full-time

**Start date:** ASAP

**Salary:** \$5,000 per month

The Gina Hinojosa for Governor campaign is seeking a Call Time Manager. This role will be a key part of our finance team, working with the Finance Director to execute a successful call time and fundraising program.

The ideal candidate has previous campaign fundraising experience, strong time and organizational management skills, and is a team player. Other important skills include a willingness to problem solve and think outside of the box to improve the call time program, and an interest in Democratic fundraising.

*To apply, please send a resume and cover letter to [info@ginafortexas.com](mailto:info@ginafortexas.com) with the subject line “Finance Application - Call Time Manager”.*

### Key Responsibilities

- Prepare call lists and schedule calls during call blocks
- Work with finance director and fundraising consultants to prospect new donors and determine which calls are priority
- Staff call-time with candidate in person and virtually (this may require some travel)
- Handle all call time follow-up and pledge chasing
- Update pledge and call time tracker daily
- Assist with memo prep for scheduled donor calls and meetings
- Oversee interns or junior staff conducting donor research and prospecting
- Support and staff fundraising events as necessary
- Assist with additional fundraising needs and donor relations as necessary (thank you note program, in house mailers, etc.)

### Qualifications

- Must be located or willing to relocate to Austin, TX

# Gina\* for Texas

- Detail-oriented self-starter with an interest in Democratic fundraising
- Access to a cell phone and laptop
- Proficiency with Microsoft Office, Google Suite
- Excellent relationship-building and interpersonal skills
- Comfortable working in a fast-paced, high-pressure campaign environment
- Willingness to travel and work evenings and weekends as needed
- *Preferred Experience*
  - Previous campaign or political fundraising experience
  - Previous experience with specific platforms like NGP, Numero, ActBlue, and Excel