



Finance Assistant

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

Reports to: Deputy Finance Director

Position Type: Full-time

Start date: ASAP

Salary: \$4,500 per month

The Gina Hinojosa for Governor campaign is seeking a Finance Assistant to join our growing finance team. This role will support the campaign's ambitious fundraising program with a particular focus on planning and executing fundraising events across Texas. The ideal candidate is highly organized, detail-oriented, and excited to build a career in Democratic fundraising.

To apply, please send a resume and cover letter to info@ginafortexas.com with the subject line "Finance Application – Finance Assistant."

Key Responsibilities

- Assist with planning and executing fundraising events across Texas
- Help with donor outreach, event invites, and RSVP tracking
- Prepare event materials, donor briefings, and mailings
- Staff fundraising events, meetings, and occasionally staff call time
- Conduct donor research and maintain accurate records in Numero
- Support the finance team with follow-up, administrative projects, and other campaign-related activities as needed

Qualifications

- Must be located or willing to relocate to Austin, TX
- Detail-oriented self-starter with a passion for Democratic fundraising
- Access to a cell phone and laptop
- 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
- Experience with specific platforms like NGP, ActBlue, Numero is preferred but not required