



Staff Assistant, Rice Consulting

Rice Consulting, Maryland's top fundraising firm serving Democrats, non-profits, and progressive organizations is looking for a full-time Staff Assistant to support the fundraising efforts of their clients. These campaigns include, but are not limited to, Angela Alsobrooks for Prince George's County Executive, Vicki Almond for Baltimore County Executive, and Alec Ross for Governor.

Duties and Responsibilities:

Help execute fundraising events

- Assist with/staffing client fundraising calls
- Coordinate events and work with venues and fundraising event hosts
- Attend events and assist with registration

Help maintain client fundraising databases

- Research and maintain donor databases
- Run reports and call sheets
- Collect and track event invitation responses and payments
- Accept, record, and batch checks

Completing general office tasks:

- General office errands: post office, bank, office supply store, hardware store
- Answer phone, interact with donors, elected officials, clients and their staffs

Qualifications:

- Campaign and/or fundraising, event planning experience a plus
- An interest in politics with a desire to learn about political fundraising and strategy
- Proficient in Microsoft Office
- Excellent organizational and interpersonal skills
- Strong aptitude for written and oral communication
- Keen attention to detail and ability to focus on tasks
- Experience with NGP VAN a plus

This position begins immediately. To apply, send cover letter, resume, and three references to beccamiles@riceconsultingllc.com.