

Finance Intern

Company: Cutler for Maine

Location: Portland, ME or Bangor, ME

Contact: Heather Furman, Director of Finance - hfurman@cutlerformaine.com

Requested Materials: Cover letter and resume to email above

Deadline: Applications will be considered on a rolling basis

Eliot Cutler's 2014 campaign for Governor of Maine is looking for an organized, out-going, and detail-oriented individual to join the finance team to assist with research and help support fundraising events throughout the state.

The Finance Intern will join a team of staff members and volunteers to help support fundraisers and meet and greets through research, data entry, invitation preparation, mailings, RSVP and confirmation calls, recruiting and managing finance volunteers, and day-of set-up and staffing at daytime, evening and weekend fundraising events. He or she will also help to source fundraising or political prospects, create and manage those prospects in the database, and track communications to those individuals.

Applicants should be proficient in Microsoft Word and Excel, with the ability to mail merge documents, be comfortable speaking on the phone, and have exceptional communication and organizational skills. Experience with database management and research is a plus, but not required. Passion and strong work ethic is a must.

We are looking for someone to begin working on a part-time basis as soon as possible. Time commitment would ideally include 4-6 hours per day, 3 days per week to our office in downtown Portland or Bangor.

This position offers the opportunity to work with a dynamic, young team that is open to new ideas and constructive feedback to help reach our goals. Through his/her work with the finance team, the applicant will gain experience in database management, learn the inner-workings of the political and economic climate of the State, and experience first-hand the excitement of a statewide fundraising operation. The intern will also have the chance to network with many individuals throughout the state. This is a unique opportunity for anyone interested in working in a fast-paced, fun environment, regardless of prior or long-term interest in political campaigns, while gaining real world experience and making a positive difference in the community and the state.