



Job Posting: Finance Assistant

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About Michelle Wu

Michelle Wu is a mom, a daughter of immigrants, and a fierce believer that we can solve our deepest challenges through building community. As a Boston City Councilor, Michelle has worked in coalition to deliver bold, systemic change and redefine what is possible through activist city leadership across our neighborhoods.

About the Position

Michelle Wu's campaign committee is seeking a self-motivated, creative, and collaborative Finance Assistant who values grassroots participation. The ideal candidate will have a deep commitment to a more just and equitable Boston, approach problem-solving creatively, and have some experience in finance, fundraising, or organizing. This is a full-time position which may require some work on nights and weekends depending on our fundraising events schedule.

Responsibilities

- Working with the Finance Director to develop, execute, and staff community fundraising events, with a focus on engaging the Asian American community
- Develop, implement, and manage Asian American donor outreach including a portion of the call time program, events, and donor prospecting and research
- Work collaboratively with Finance Director and Deputy Finance Director to hit all fundraising goals
- Manage thank you note program and donor research pipeline
- Provide administrative supports for the finance team as needed

About You

- You are passionate about justice, equity, and progressive leadership
- Collaborative work habits, creative thinking, and attention to detail
- Ability to manage and prioritize multiple tasks at once; strong time management skills
- Proficiency with Google Suites, NGPVAN, ActBlue
- Excellence in Google Sheets/Excel is a plus
- Knowledge of Boston and commitment to a more just and equitable Boston
- Boston residence preferred, though not required
- Fluency in Mandarin or Cantonese strongly preferred

*This position will have some remote components, but will require some in-person staffing, observing COVID-19 safety guidelines. Applicant interviews will begin immediately on a rolling basis. **Deadline for applications is May 15th.***