



## 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.*