



Finance Assistant for Congresswoman Emilia Sykes for Congress

The Emilia Sykes for Campaign campaign is hiring a full-time Finance Assistant for the 2026 election. This position will be responsible for supporting the fundraising efforts for one of the most competitive congressional races in the country.

This position is full-time, in-person, and based in Akron, Ohio. Non-local applicants must be willing to relocate.

Salary: \$4,000 per month, including employer-sponsored health insurance.

Job Responsibilities

Fundraising Management

- Work directly with the Finance Director to execute the campaign finance plan and ensure accurate data entry.
- Collaborate with in-state and national partner organizations to support fundraising efforts.
- Use ActBlue, NGP, Democracy Engine, Calltime.ai and other fundraising management platforms to maintain detailed records and ensure data integrity.
- Assist with campaign finance compliance processes: processing checks, in-kind contribution forms, campaign receipts, and reimbursement forms.
- Other duties as assigned by the campaign.

Donor Engagement

- Cultivate relationships with existing donors and prospects.
- Collaborate with Campaign Manager and Finance Director to design and execute high-dollar donor engagement program including all events and communications. Recruit district event hosts for fundraisers.
- Track major donor outreach and manage a donor acknowledgement process (thank you calls, emails, notes).

Call Time

- Manage the successful strategy and implementation of the call time program.
- Prepare lists and staff candidate call time, including running the call time software and taking detailed notes.
- Manage follow up to donors, including timely emails and phone calls.
- Execute your own call time to donors to provide updates on campaign and ask for their support.



Candidate and Campaign support

- Staff candidate for fundraising events and meetings.
- Staff candidate for additional campaign events as needed.
- Drive candidate to events.
- Provide ad-hoc support to the candidate and the campaign as needed.

Qualifications/Skills:

- Openness and excitement about working with donors and volunteers.
- Organizational skills & strong attention to detail.
- Professionalism.
- Strong written, verbal, and interpersonal communications skills.
- Willingness to travel in-state as needed
- Valid driver's licence and access to reliable transportation.
- Willingness to work campaign hours, which can be long, irregular, and include nights/weekends as needed, particularly as the general election campaign ramps up.

This role does not require prior campaign experience or a college degree. We are willing to train the right person to succeed in this role. Campaigns are 'all hands on deck' and you may frequently be asked to complete tasks that are not included in your job description.

This position will run for the duration of the 2026 election cycle, concluding November of 2026.

To Apply

Please submit a resume and three professional references to shakiyla@emiliasykesforcongress.com with the subject line "YOUR NAME - Finance Assistant Application"