



Call Time Manager — Job Description

Stanton For Congress seeks a highly organized and detail-oriented individual to serve as a Call Time Manager. This is an exciting opportunity to manage the core fundraising operations for one of the top congressional campaigns of 2026, while gaining valuable experience in one of the most competitive states in the country. This position can extend past the 2026 election cycle if duties are performed well.

The CTM will work directly with the Congressman to prepare, execute, and follow up on fundraising call time, ensuring the campaign meets its financial goals. This position is ideal for someone looking to master the fundamentals of campaign fundraising and data management.

Job Duties

- Staff the Congressman during all scheduled call time sessions, ensuring a high-energy, efficient environment.
- Build, clean, and maintain donor prospect lists to ensure a consistent pipeline of outreach.
- Manage high-volume data entry, tracking contributions, pledges, and call outcomes accurately in the campaign database.
- Conduct research to prepare comprehensive briefing materials
- Manage the prompt follow-up of all pledges, invoices, and donor correspondence resulting from call time.
- Assist senior finance staff with database management and compliance reporting.
- Assist with other administrative and fundraising tasks as needed.

Essential Skills & Requirements

- Excellent oral and written communication skills.
- Exceptional organizational skills and meticulous attention to detail.
- Ability to work efficiently in a fast-paced environment and handle repetitive tasks with a high degree of accuracy.
- Ability to exercise discretion and maintain strict confidentiality regarding donor data and candidate interactions.

- Proficiency with campaign databases (e.g., NGP VAN) and donor management software (e.g., Numero) is highly preferred.
- Commitment to the values and ideals of the Democratic Party.
- Willingness to work flexible hours including evenings and weekends as campaign demands require

Compensation and Benefits

Salary for this position is \$4,500 to \$5,500 per month, paid monthly, based on experience.

Stanton for Congress also provides:

- A \$400 monthly healthcare stipend
- Relocation assistance for candidates moving to Phoenix
- Opportunities for professional growth and senior-level experience on a high-profile congressional campaign in one of the country's most competitive political environments

Job Requirements

This is a permanent, full-time, and at-will position. Prior campaign experience or internships, particularly in finance, data management, or donor databases, is preferred. This position may if desired extend past the 2026 election cycle.

Location

Hybrid in Phoenix, Arizona

To apply, please submit a resume and 2 references to this Indeed posting:

<https://www.indeed.com/job/call-time-manager-6fb6c86cc28ad3bc>