



Progressive Turnout Project seeks Online Fundraising Intern (paid position, Chicago area)

Position Summary

Progressive Turnout Project seeks an Online Fundraising Intern to learn about PTP's online fundraising and over time manage aspects of PTP's online store. The Online Fundraising Intern will work closely with PTP's Administrative Director to respond to donor inquiries and answer supporter questions related to our email distribution list and online store. Over time, the Online Fundraising Intern will be responsible for maintaining PTP's online store customer database, regularly checking the store email, and responding to calls related to shop sales. Additionally, the Online Fundraising Intern will assist the Administrative Director with data entry and fulfilling in-house orders of certain products.

Ideal candidates will have a passion for electing Democrats to office. Preference may be given to candidates who have additional skills or experience in customer service.

Qualifications

- Strong verbal and written communication skills
- Organizational skills and ability to meet goals and deadlines
- Ability to be flexible and work independently
- Basic understanding of PTP's mission and a passion for electing Democrats
- Proficiency in Microsoft Excel and Google Docs

Responsibilities

- Collaborate with PTP's Administrative Director to regularly update supporter database
- Maintain spreadsheets with customer inquiries, and ensure all requests are fulfilled
- Over time, manage PTP's shop email and phone

Candidates, please send cover letter and resume with "Online Fundraising Intern" in the subject line to connor@turnoutpac.org

Paid for by Progressive Turnout Project (www.turnoutpac.org) and not authorized by any candidate or candidate's committee



About PTP

Progressive Turnout Project is a grassroots Political Action Committee (PAC) with a single mission: get Democrats to the polls. We design, test, and execute specialized voter turnout programs targeting sporadic Democratic voters in the most competitive districts in the country. In 2016, PTP participated in 19 competitive congressional districts by putting more than 200 field staff on the ground, making more than 500,000 phone calls, and sending more than 2 million pieces of mail.

Progressive Turnout Project is committed to building a staff that reflects the diverse communities that make up our country and the progressive movement. PTP is an Equal Opportunity Employer and it is PTP's policy to recruit, hire, train, promote, and administer any and all personnel actions without regard to age, color, creed, disability, economic status, ethnic identity, gender identity, national origin race, religion, sex, sexual orientation, veterans status, or any other basis prohibited by applicable law.

Paid for by Progressive Turnout Project (www.turnoutpac.org) and not authorized by any candidate or candidate's committee