



Call Time Manager

The [Leslie Mehta](#) for Congress campaign is seeking a motivated and hardworking Call Time Manager to join our team, as we work to flip Virginia's First District from red to blue. The Call Time Manager will be responsible for staffing call time with the candidate, following up with donors, and event recruitment or staffing as needed. The Call Time Manager will report to the Deputy Finance Director.

Candidates who are comfortable handling the following responsibilities at the beginner or intermediate level are encouraged to apply. This is a part time, hourly position between 25-30 hours a week, and an immediate start date. Richmond-area preferred, but negotiable.

To apply: Please email your resume and two references to hannah@lesliemehta.com and audrey@lesliemehta.com and the subject line: [Your Name], Call Time Manager. Applicants will be considered on a rolling basis.

Position will include, but is not limited to:

- Staffing the candidate during call time and completing timely follow ups
- Tracking progress of the call time program and producing regular reports for candidate and senior staff
- Working with the Deputy Finance Director to help with fundraising events
- Preparing thank you letters, event invitations, and other mail solicitations
- Assisting with donor research and prospecting, including and assisting on event and meeting briefings
- Other duties as assigned

Qualifications:

- A dedicated commitment to electing Democrats
- At least 1 cycle of campaign experience preferred
- Excellent organizational and planning skills, detail oriented
- Strong interpersonal and communication skills
- Experience with NGP, ActBlue, and Google Suites preferred
- Access to reliable transportation, a smartphone, and a laptop

Leslie Mehta for Congress is an Equal Opportunity Employer. We are dedicated to fostering a diverse and impassioned team, with a special emphasis on encouraging applications from women, gender non-conforming individuals, people of color, LGBTQ+ individuals, individuals with disabilities, and other individuals from historically marginalized communities. We uphold a policy of non-discrimination based on race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, marital status, or medical condition. Applicants must be legally authorized to work in the United States.