



### **Political Finance Internship Position**

The [Leslie Mehta](#) for Congress campaign seeks qualified, hardworking Political Finance Interns to join our team as we work to flip Virginia's First District from red to blue. The Political Finance Interns will play a crucial role in shaping the success of our campaign by developing and implementing many aspects of our fundraising program, including assisting in the execution of the finance plan set by the campaign. Leslie is running against extremist Republican incumbent Rob Wittman, with election day on November 5th, 2024. Positions are in person and will report directly to the Deputy Finance Director.

Candidates who are eager to gain valuable political experience and support the fundraising goals of the campaign are encouraged to apply. Applicants should submit a resume and two references to [audrey@lesliemehta.com](mailto:audrey@lesliemehta.com).

### **Responsibilities:**

Position will include but not limited to:

- Donor Research
  - Update current and prospective donor profiles in database;
  - Assist in contribution tracking and donor prospecting
  - Complete donor research on current and prospective donors;
  - Responsible for maintaining high dollar donor filing system
  - Research and draft briefings for events, meetings, and candidate trips
- Assist in building and tracking RSVP for events
- Staff fundraising events as needed
- Provide organizational support as requested or necessary;
- Other duties as assigned

### **Qualifications:**

- Commitment to Democratic values
- An interest in politics with a strong desire to learn about political fundraising and strategy
- Excellent organizational and interpersonal skills
- Ability to multitask and meet deadlines
- Strong attention to detail and work ethic
- Ability to work independently
- Must be available to work anytime between 9:00 am and 7:00 pm EST, opportunities to assist in evening and weekend events will also be available
- Interns must commit to working no less than 10 hours each week

(719) 464-5749 | [audrey@lesliemehta.com](mailto:audrey@lesliemehta.com)

Leslie Mehta for Congress, PO Box 31404, Henrico, VA 23294 | [lesliemehta.com](http://lesliemehta.com)



- Interns must commit to staying on board for a minimum of 8 weeks

*Preferred but not required*

- Experience in Google Suites, especially Excel
- Detail-oriented and organized, with the highest standards of professionalism and integrity
- Access to reliable transportation, a smartphone, and a laptop

**Dates:** The campaign will review applications on a rolling basis. This position can begin immediately and will end on November 8th, with the potential to continue through the end of the year.

**\*\*\*To apply, please send a resume to [audrey@lesliemehta.com](mailto:audrey@lesliemehta.com) with the subject line "Political Finance Intern Application."\*\*\***

*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.*

(719) 464-5749 | [audrey@lesliemehta.com](mailto:audrey@lesliemehta.com)

Leslie Mehta for Congress, PO Box 31404, Henrico, VA 23294 | [lesliemehta.com](http://lesliemehta.com)