**Client Relations Director at Daniel C. Weitzman Consulting**

**Summary:**

Daniel C. Weitzman Consulting is a Consultant Firm specializing in fundraising for Democratic Members of the California State Legislature. Principal Dan Weitzman has 28+ years of experience raising money for Democrats in Sacramento. Some of Dan's past clients include former Senate President pro-Tempore Kevin de Leon, Fabian Nunez, and Congresswoman Karen Bass.

Ideal applicant should be detail-oriented, organized, self-driven, and technologically-savvy with ability to work under stressful and deadline focused situations handling large amounts of client data and political contributions.

**Location:** Sacramento, CA and a hybrid work from home schedule

**Duties include, but are not limited to:**

1. Contribution Reporting
   1. Receive, record, track and transmit large amounts of check and credit card contributions for multiple clients and campaigns all while adhering to FPPC rules and deadlines.
2. Event Coordination
   1. Planning various types of events; from small private events to large scale events of 300+ people.
   2. Coordinating between legislators, lobbyist & Dans calendars.
   3. Choosing location, vendors and curating specific food menus dependent on the type of event.
   4. Coordinating travel details, hotel accommodations & other various activities.
   5. Staffing fundraising events

1. Data Management & Analyzation
   1. Analyze contribution data to help target best prospects for soliciting contributions.
   2. Create custom fundraising call lists in Microsoft Excel.
   3. Manage & updating large lists of contacts in Microsoft Outlook and Microsoft Excel.
2. Office Administration:
   1. Calendaring all meetings and events for Daniel Weitzman and clients.
   2. Scheduling travel and accommodations
   3. Process reimbursement requests and reporting campaign receipts
   4. Creating & blasting event invites
   5. Prepping client call time files
   6. Answering phones

**Skills Requirements:**

1. Knowledgeable about the state legislative process
2. Proficient in Microsoft Outlook, Word, Excel, Adobe & Constant Contact, or similar platforms
3. Ability to plan & execute events; must be detail-oriented & highly organized.
4. Exceptional written and verbal communication.
5. Self-Driven with an ability to prioritize well.
6. Ability to work in stressful situations & meet deadlines.
7. Quick problem-solver; Creative thinker

**Educational Requirements:**

Bachelor’s degree in political science, communication, economics, public relations, journalism, or comparable real-world experience.

**Salary:**

Dependent on experience, 80% of health insurance covered.

**Reports To:**

Daniel Weitzman, Principal Consultant