



The Pennsylvania House Democratic Campaign Committee is hiring a Digital Fundraising assistant.

House Democrats are running a competitive 2026 campaign to defend the majority by supporting incumbent and challenger campaigns. We're looking for someone who can leverage our digital channels and fundraising tools to advance this goal. This is a campaign position, ending on Nov. 30, 2026.

**Responsibilities:**

- Assist the Digital Director in meeting quarterly goals for the email, social media, SMS, and web programs.
- Create the monthly digital content calendar and write the emails and social media copy to meet established monthly goals.
- Write, build, and schedule fundraising emails and SMS texts.
- Create personalized audiences for email and SMS programs.
- Create partner toolkits for email and social media, including written copy and potential graphics, and manage collaborations for email and social content.
- Assist candidates in fundraising via roldexing, call time, graphic design, event planning/staffing.
- Assist candidates in email audience cleanup and segmenting.

**Desired Skills and Experience:**

- Passion for Democratic principles.
- Excellent persuasive writing skills, with strong copyediting and proofreading skills.
- Experience in online fundraising platforms, such as NGP, ActBlue, Switchboard, etc.
- Proficient in graphic design and graphic design platforms such as Canva or Adobe.
- Proven experience managing multiple complex projects & finishing tasks on deadline.
- Excellent communication and management skills.
- Ability to work well with others and independently.

**Qualifications:**

- Proficient knowledge of online fundraising and email best practices.
- Strong email writing and editing skills.
- Advanced knowledge of ActBlue, NGP 7 and NGP 8.
- Good interpersonal skills with the ability to work independently and collaboratively.
- Ability to adapt to a changing environment.
- Commitment to the diversity of our candidates, membership, partners, and staff.
- Commitment and passion to elect a Democratic Majority in the Pennsylvania House.

For consideration, please send your resume and at least three sample emails, tweets or posts that you've written in the past to [info@pahdcc.com](mailto:info@pahdcc.com) – applicants are being considered on a rolling basis and the committee is looking to move quickly for the right applicant.

**Salary: \$5,600/mo plus benefits** including a platinum level healthcare package with dental and vision. The HDCC has a comprehensive employee handbook which covers vacation time, sick time and other employee benefits, as well as the HDCC Code of Conduct. Candidate must be based in or willing to relocate to Pennsylvania. Some travel may be required.

PA HDCC is an equal opportunity employer and committed to providing employees with a work environment free from discrimination and harassment. The PA HDCC is committed to including groups historically underrepresented due to race/ethnicity, religion, age, gender identity, sexual orientation, veteran status, and/or ability. We strongly encourage members of underrepresented and marginalized communities to apply.