



**Company:** FLS Connect, LLC  
**About Company:** [www.flsconnect.com](http://www.flsconnect.com)  
**Position Title:** Political Fundraising Account Manager  
**Department:** Fundraising Department  
**Reports To:** Director of Fundraising  
**Location:** St. Paul, MN Corporate Office

**Duties and Responsibilities:** In general, responsible for meeting the day-to-day and long term needs of our fundraising clients. Duties include but are not limited to:

- Update monthly year to date reports for clients and internal reporting
- Coordinate day to day client activity as appropriate
  - Review and distribute reports and credit cards to clients
  - Write and get approval on scripts and letters
  - Proofreads mail pieces, checking grammar, mailcode appropriateness, etc...
  - Analyze program results to drive performance
  - Track fulfillment results
  - Receive and process posting files
  - Analyze and track tests on mail pieces, script suggestions, etc...
  - Track and approve stationery for mailings
  - Manage client schedule for posting, reminder mailings, etc..
  - Assist reporting for A/R balances, follow up, summary reports
  - Assist with political updates and client-specific fact sheets to call center staff
  - Approve weekly invoices
  - Monitor fundraising calls/work with QA team regularly
  - Help research and test new techniques in telephone fundraising
  - Help maintain and expand client relationships through delivery of high quality work

**Characteristics must include**

- Strong work ethic
- Self-starter
- Team player
- Leadership skills
- Writing ability
- Presentation ability
- Organized and detail oriented
- Strong mathematic skills
- Unquestioned integrity/character
- Clear understanding of political process
- Multi-tasking skills
- Mastery of MS Office software; computer literate

To apply, please email or fax a cover letter and your resume to Marc Ergang at:

Email - [mergang@flsconnect.com](mailto:mergang@flsconnect.com)

Fax - 651.649.0486

Or call 651.999.0249 with questions.