



Digital Fundraising Production Manager

314 Action

Washington, DC based

Starting Salary: \$60,000 - \$70,000 (depending on experience)

Reports to: Digital Director

Timeline: As Soon as Possible

314 Action is a grassroots community of over 6 million people working to elect scientists who will use science and facts to address some of our most pressing issues like climate change and health care.

In 2020, we helped flip U.S. Senate seats in Arizona and Colorado by drafting [Capt. Mark Kelly](#) and former Gov. John Hickenlooper to successfully run for office. After raising nearly \$30 million in grassroots donations, 314 Action helped elect nearly 20 scientists at the federal level and over 100 scientists at the state and local levels. Of these scientists, 57% were women, 23% were candidates of color, and 24% were first-time candidates for public office.

314 Action and its mission to elect scientists at all levels of government have been featured in pieces by numerous news outlets, including [NBC News](#), [CNN](#), [Bloomberg](#), [Newsweek](#), [The Hill](#), and [Huffington Post](#).

314 Action is looking to hire a Digital Fundraising Production Manager to build, produce, quality assess, and execute sending emails for our large and growing grassroots email fundraising program as we look to take our email operation in-house for the 2022 cycle.

The ideal candidate not only has email production experience but also has familiarity and/or experience with ActionKit (our CRM) specifically. We are also open to those new to digital fundraising, but ideally have other experience in campaigns, political organizations or consulting firms.

At a time when the Republican attacks on facts, evidence-based policy, and science are intensifying and had tragic consequences for our country this past year, we're hoping to find someone who is passionate about our work to elect and raise funds for Democratic scientists at all levels of government.

Responsibilities

- Produce and load approved email drafts
- Quality assess and spot-check email samples for any errors and/or mistakes
- Assist with manual email performance reporting alongside our automated data reporting software
- Cutting lists and segmenting supporters to maximize reach and performance
- Opportunities to pitch new ideas, creative segmenting, and micro/localized sends
- Collaborate and work closely with the Digital Director and relevant staff and affiliated digital vendors

Preferred Qualifications

- The ideal candidate will have 1-3 years of experience in political email marketing and/or political digital fundraising
- Proficient with email production, list segmenting, quality assessing loaded emails, tracking performance, and implementing routine A/B testing
- Familiarity with ActionKit is preferred but otherwise, familiarity with political email CRMs
- Keen attention to detail
- Familiarity with running and/or assisting with the day-to-day operation of a large-scale email fundraising program (e.g. 300,000+ actives)

To Apply: Please submit a cover letter, resume, and either a short list of the email programs you've worked on or a few examples (e.g. samples) of emails you've produced if possible to jobs@314action.org with the subject line "Digital Fundraising Production Manager". **No calls please.**

Salary range will be \$60,000-\$70,000 per year, depending on experience. Additionally, 314 Action provides a full benefits package for employees including paid time off, health, dental and a generous employer match 401(k).

The job is located in Washington D.C. but will begin remotely until we return to our physical office in the Fall.