



JOIN THE TEAM:

Candidate & Fundraising Manager

About adeo

Adeo Advocacy is a woman-owned and led communication and creative agency headquartered in Baltimore, MD. Powered by a team of talented communicators, writers, organizers, digital strategists, creative ideologists and political operatives, we work with clients across industry to build layered campaigns that amplify brand position, educate communities, engage supporters and connect with consumers.

Candidate & Fundraising Manager

Applicants should have one cycle of campaign fundraising and finance experience, preferably including call time management and event planning. Applicants who are adept multi-taskers, enjoy the principals and practice of fundraising, and embrace both traditional and creative fundraising strategies will have a strong advantage in consideration for the position.

Responsibilities include:

- Working directly with clients to ensure successful fundraising efforts.
- Working closely with the director of our candidate division to refine and execute clients' fundraising plans.
- Providing regular fundraising tracking and reporting data to clients and team
- Working with design team to create and refine campaign fundraising materials.
- Staffing candidate call time.
- Performing call time-related correspondence and follow-up.
- Managing candidates' fundraising schedules.
- Performing donor research.
- Working closely with compliance staff.

Qualifications

- Knowledge of NGP and/or EveryAction, Microsoft Word, and Excel.
- Effective written and verbal communication skills.
- Extraordinary emotional intelligence and interpersonal skills.
- Exceptional time-management and enthusiasm for organization.



- Proven ability to problem-solve, adapt, maintain confidential information, and meet deadlines.
- Flexibility in work hours to support client events and deadlines.

Preferred but not required

- Familiarity with Maryland campaign finance laws and compliance systems.

Benefits include:

- Partial employer-paid health care
- 401k with employer match

To apply

Please submit a cover letter, resume, salary requirements and references to hello@adeoadvocacy.com with PAM the subject line.