

# Fall 2025 Idaho Democratic Party Finance Internship

## About:

The Idaho Democratic Party's internship program is designed to give college students and recent graduates meaningful, hands-on political work experience. We are committed to helping our interns build the skills and connections they need to succeed in:

- Political careers
- Running for office
- Issue-based advocacy

## Position Overview:

The Idaho Democratic Party is seeking a motivated, detail-oriented, and reliable **Finance Intern** to assist the Finance Director in managing the Party's fundraising and finance activities. This role offers a unique opportunity to gain behind-the-scenes experience in political fundraising, donor engagement, and campaign finance compliance—skills that are essential for sustaining and growing a political organization.

The Finance Intern will support the daily operations of the Finance Department, help coordinate donor communications and events, and contribute to building the financial infrastructure that powers Democratic victories across Idaho.

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## Responsibilities:

- **Donor Database & Reporting:** Assist the Finance Director with donor database management, including data entry, contribution processing, report generation, and organizing records for compliance and finance reporting.
- **Donor Communications:** Help draft, organize, and distribute donor communications, including thank-you letters, event invitations, and mail or digital fundraising campaigns.
- **Fundraising Events:** Support the planning, logistics, and follow-up for fundraising events, including providing in-person staffing support for occasional evening or weekend events.
- **Prospect Research:** Research prospective donors and fundraising opportunities, maintaining organized and accessible records.
- **Professionalism & Confidentiality:** Maintain professionalism and confidentiality while handling sensitive financial information, and while working directly with donors, volunteers, and other stakeholders.

## Qualifications:

- Passion for Democratic values and the mission of the Idaho Democratic Party.
  - Baseline knowledge of Idaho politics: A general understanding of Idaho's political landscape, including key issues, elected officials, and election cycles, is important for this role. Staying informed about current events and political developments will help ensure success and effectiveness in supporting the team's goals.
  - Excellent written and verbal communication skills.
  - Comfortable working with Google Workspace tools (Docs, Sheets or Excel, Calendar, Drive); experience with political databases and tools such as NGP Van, Votebuilder, or ActBlue is a plus.
  - Ability to manage time effectively and balance multiple priorities, including long-term and short-term projects.
  - Willingness to learn on the job, ask questions, and take initiative.
  - Experience in political, administrative, fundraising, or volunteer settings is a plus, but not required.
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## Compensation & Details

- \$15–\$20/hr
  - Part-time, approximately 20-30 hours per week
  - In-office position at IDP office in downtown Boise (413 W Idaho St, STE 200, Boise 83702)
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## To Apply:

Email your resume to **[katie@idahodems.org](mailto:katie@idahodems.org)** with "Finance Internship" in the subject line, along with a **short statement** (about 200–300 words) explaining your interest in this internship and what you hope to gain from the experience. Please submit materials as PDFs.