



Agave Strategy
6909 W Ray Rd, Ste 15-104
Chandler, AZ 85226

JOB DESCRIPTION

Job Title: Call Time/Financial Assistant

Salary: \$30/hour

Job Type: Part time/Temporary

Through Election Day Nov. 3, 2026

Schedule: 15-20 hours/week

Supervisor: Agave Campaigns Manager

Location: Maricopa County, Arizona

Purpose:

The Call Time and Financial Assistant plays a critical role in supporting the candidate's fundraising efforts by ensuring the dedicated time the candidate spends on the phone raising money is strategic, efficient, and productive. By managing logistics, maintaining accurate records, and anticipating the candidate's or campaign's needs, the Call Time Assistant helps create a seamless call time operation that allows the candidate to focus on meaningful conversations with supporters. This role directly contributes to the financial sustainability of our campaigns and advances its overall goals by building a strong, engaged donor base.

Duties & Responsibilities:

- Preparing daily call lists
- Conducting donor research
- Drafting call notes and scripts
- Tracking follow-up to maximize contributions and strengthen relationships
- Other duties as assigned

Qualifications:

- Prior campaign experience is a plus, but not required
- Exceptional organizational skills
- Ability to direct candidate to focus on specific tasks
- Efficiency in computer skills, including Excel and other software

How to Apply:

Email resume, references, and why you are interested in the info@agavestrategy.com with the subject line CT/FA Application.