



Campaign Fundraising Intern

Charles Booker for the Commonwealth is seeking a motivated and highly organized Fundraising Intern to support the campaign's finance operation. This position provides hands-on experience in political fundraising and campaign operations, with exposure to donor research, candidate call time, fundraising events, campaign finance systems, and day-to-day fundraising strategy.

The ideal candidate is detail-oriented, dependable, comfortable working in a fast-paced environment, and interested in learning how a competitive political campaign builds and manages a successful fundraising program.

Responsibilities

The Fundraising Intern will work closely with the campaign's fundraising team to support the daily execution of the finance program. Responsibilities will include:

- **Candidate Call Time:** Assist with preparing call sheets and donor background information; research prospective donors; update call-time records; enter notes and outcomes; track pledges and follow-up; and help ensure the candidate has accurate and timely information before each call-time block.
- **Fundraising Events:** Support event preparation and execution, including drafting event memos, preparing briefing materials, maintaining RSVP and contribution lists, conducting follow-up, assisting with event logistics, and helping ensure the candidate and campaign team are fully prepared for each event.
- **Donor Research & Prospecting:** Conduct research on prospective individual donors, PACs, organizations, and other potential supporters; identify relevant background and relationship information; and assist with building and maintaining fundraising prospect lists.
- **Data & Fundraising Systems:** Enter and maintain accurate donor, prospect, pledge, contribution, and contact information in the campaign's fundraising systems. Assist with list maintenance, data cleanup, and ensuring fundraising activity is documented consistently.
- **Donor Follow-Up:** Assist with preparing contribution follow-ups, pledge reminders, meeting requests, thank-you communications, and other donor correspondence as directed by the fundraising team.
- **Meeting & Trip Preparation:** Assist with preparing fundraising memos and briefing materials for donor meetings, PAC meetings, candidate travel, fundraising trips, and other external engagements.

- **PAC & Organizational Outreach:** Support research, tracking, scheduling, and preparation related to PACs, labor organizations, political organizations, and other institutional partners.
- **Fundraising Reporting:** Help maintain internal trackers and prepare regular updates on call time, pledges, events, donor outreach, meetings, and other fundraising activity.
- **Administrative Support:** Document preparation, database maintenance, research, and other projects necessary to support an efficient fundraising operation.
- Perform additional duties as assigned in support of the campaign and fundraising program.

Qualifications

The ideal candidate will be highly organized, professional, and eager to learn. Strong candidates will demonstrate excellent written and verbal communication skills, attention to detail, sound judgment, and the ability to manage multiple assignments and deadlines.

Prior campaign or fundraising experience is not required. Experience with spreadsheets, research, databases, political campaigns, nonprofit fundraising, or event planning is helpful but not necessary. Training will be provided on campaign-specific fundraising systems and processes.

Because the intern may work with confidential donor and campaign information, discretion and professionalism are essential.

What You'll Learn

This internship is designed to provide meaningful exposure to the mechanics of political fundraising. The intern will gain experience with candidate call time, donor cultivation, fundraising events, prospect research, PAC and labor outreach, fundraising databases, donor communications, campaign finance operations, and fundraising strategy.

The position will provide an opportunity to see how fundraising connects to the broader campaign and how a finance operation helps build the resources necessary to execute a winning campaign.

Position Details

Reports to: Fundraising Advisor

Location: Louisville, KY

Schedule: 20- 25 hrs per week

Dates: September 14, 2026

Availability: Hours may vary based on campaign needs. Evening and weekend availability may be required for campaign events, fundraising activities, and other campaign-related needs.