



Oliver Larkin for Congress – Call Time Manager

Oliver Larkin’s campaign for Congress in Florida’s 23rd Congressional District is hiring a Call Time Manager to drive the candidate’s daily fundraising call operation and support the campaign’s broader finance program in his challenge to Rep. Jared Moskowitz.

Oliver is a Fort Lauderdale native and a decade-long progressive organizer, fighting for Medicare for All, a \$25 minimum wage, the Green New Deal, universal childcare, free public college, paid family and medical leave, abolishing ICE, and an end to the US-funded genocide in Gaza. He rejects all corporate PAC money.

From leading a Bernie Sanders field office in 2016 to unionizing his workplace with CWA, Oliver took what he learned and put it to work in South Florida, organizing against luxury developers, fighting toxic landfill expansion, standing with LGBTQIA+ communities, and confronting groups like Moms for Liberty and the Proud Boys alongside families, educators, and students as an active member of Broward DSA.

Oliver has been endorsed by DSA, Peace Action, the Labor Community Alliance of South Florida, Broward DSA, Palm Beach and Treasure Coast DSA, Orlando DSA, Miami DSA, Progressives for Democracy in America Florida, and Progressive Victory.

The Role

The Call Time Manager is the engine of the campaign’s direct fundraising. You own the candidate’s call time operation: building the lists, prepping the sessions, sitting with Oliver during calls, tracking every outcome, and making sure pledges turn into dollars. You’ll also support the broader finance program with prospect research, donor follow-up, and event support. This is a hands-on, high-accountability role that requires nights, weekends, and flexibility around filing deadlines and campaign moments.

Responsibilities

- Assemble and prep daily call lists with donor research, background notes, giving history, and recommended ask amounts for each name
- Be in the room for every call time block, keeping the candidate on pace, managing the queue, and adjusting priorities as necessary
- Record outcomes from each session and move every pledge, callback, and open ask into the appropriate follow-up track
- Walk the candidate through each day’s priority contacts and key context before dialing starts
- Execute weekly fundraising call targets; surface any gaps to the Finance Director and senior staff before they become problems

- Handle all post-call touchpoints: acknowledgments, reminders on outstanding pledges, links to contribute, and scheduling follow-up conversations
- Compile weekly fundraising dashboards showing dollars raised, calls completed, conversion rates, and pipeline status for senior staff review
- Coordinate fundraising event logistics from invite lists and RSVPs through day-of execution and post-event donor stewardship

The Right Person

- Is highly organized and can manage multiple moving pieces without dropping anything
- Is discreet and professional when handling sensitive financial and donor information
- Is comfortable with spreadsheets and can pick up new campaign tools quickly
- Thrives in a fast-paced, mission-driven environment and can work long hours, evenings, and weekends

To Apply

Email your resume to jobs@oliverforcongress.com with the subject line: *[Your Name] – Call Time Manager*

Salary: \$4,500 per month

Benefits: \$400 per month healthcare stipend