

Position: Finance Director

Reports To: House Caucus Director

Salary: \$4,500/mo-\$5,500/mo, healthcare benefits included

The North Carolina Democratic Party House Caucus (NCDPHC) is a full-time political organization dedicated to building a Democratic majority in the North Carolina State House of Representatives. The 2020 election cycle will bring a lot of excitement to North Carolina. Additionally, winning a Democratic majority in the State House will determine how legislative and congressional district lines are drawn for the next decade. A top DLCC target, and with only six seats away from a majority, this is an exciting opportunity to grow and develop your skills as a Finance Director and senior staffer.

The NCDPHC is looking for an experienced, full-time Finance Director to run an aggressive fundraising operation to help gain a Democratic majority. The Finance Director will work closely with senior staff, the legislative leadership team, and individual members to draft and execute a 2-year fundraising plan.

Primary Responsibilities:

- Develop and execute, in coordination with the NCDPHC Finance Committee, an aggressive but realistic 2-year finance plan, which includes short-term and long-term goals and timelines aimed at multiple categories of donors.
- Manage committee's direct solicitations, events, digital, and individual donor outreach program.
- Utilize and work with current members to implement call time, new donor engagement, and other fundraising activities as assigned.
- Recruit, train, and manage finance staff and interns.
- Assist incumbent members and challenger candidates with developing and executing their own successful fundraising plans until additional staff is hired.
- Other duties as assigned.

Qualifications

- Experience building and managing a finance program and team.
- Strong commitment to electing Democrats to the North Carolina State House.
- Bachelor's degree or equivalent experience.
- Minimum one cycle statewide, congressional, or legislative committee campaign finance director or equivalent experience preferred.
- Experience in and knowledge of the political landscape and key people/organizations in North Carolina preferred.
- Experience with NGP (strongly preferred) or other finance software.
- Lives in or willing to relocate to Raleigh, North Carolina for the duration of the current campaign cycle.
- Must have a car (position will at time require travel around the state).
- Exemplary time management, planning, and organizational skills.
- Detail-oriented and able to prioritize and manage multiple projects
- Strong written and oral communication skills.
- Time management, ability to show up on time, work extended hours, including nights and weekends as needed.

Submit resume to Dana Walton at dwalton@ncdp.org. Please include resume, cover letter, and at least three references.

The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identify or gender expression.