

## DEPUTY FINANCE DIRECTOR

The North Carolina Democratic Party is looking for a dedicated and energetic Deputy Finance Director to help us raise the revenue needed to strengthen our core operation, offer additional resources to local party organizations, and help support Democrats in the North Carolina General Assembly in 2021. This will be a full time, exempt salaried position ending on November 15<sup>th</sup>, 2022.

Under the general supervision of the Executive Director and the Finance Director, the Deputy Finance Director assists with the Party's fundraising, donor management, membership, and database operations to ensure the Party's priorities and plans are carried out. This position will require an individual to be a self-starter, capable of working independently in a fast-paced political environment, and to also handle confidential information. This is not an entry-level position. The ideal candidate will have experience in campaign finance operations, including call time management, virtual small and high dollar events, donor research and online fundraising.

### **Responsibilities Include but are not limited to:**

The Deputy Finance Director will report to the Finance Director. Responsibilities of the position include:

- Researching prospective donors for the Party. This includes regularly uploading quarterly disclosure reports from in-state donors as well as looking for prospective national donors.
- Updating and cleaning NGP Donor Database through importing data, linking donor files to voter files, and more.
- Consistent call time as the Deputy Finance Director as well as managing any principals' call time (20 hours per week).
- Planning and staffing virtual events.
- Recruiting small-dollar event hosts for the Party, scheduling donor meetings with the Finance Department, and helping manage Eva Clayton Fellows.
- Prepare and assist with donor stewardship including thank you notes, swag packages, and other matters.
- Managing other administrative tasks related to fundraising.

### **Qualifications**

- Passion for electing Democrats up and down the ballot in North Carolina
- Excellent time management skills

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- Must be proficient with Microsoft Word, Excel, and PowerPoint, Google Suite, and Canva
- Knowledge of NGP 7 and ActBlue is preferred but not required

Competitive salary based on experience. NCDP offers all employees a full benefits package (medical, dental, vision, life and disability) covered by the company at 100%.

**To apply please send a cover letter, resume, writing sample (your discretion) and salary history to [jobs@ncdp.org](mailto:jobs@ncdp.org) Please only list the words “Deputy Finance Director” in the subject line. Applications improperly submitted will not be accepted.**

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.