



North Carolina Democratic Party Job Opening: **North Carolina Finance Director**

The North Carolina Democratic Party is looking for a dedicated and energetic NC Finance Director to help us raise the revenue needed to strengthen our core operation, offer additional resources to local party organizations, and support Democrats in the NC General Assembly. Under the general supervision of the Executive Director, Deputy Executive Director, and Chair, in partnership with the NCDP's National Fundraising Consultant, the NC Finance Director oversees the Party's in-state fundraising including supervision of Eva Clayton finance fellows, donor prospecting, 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 and multi-tasker capable of working independently in a fast-paced political environment. This is not an entry-level position. The ideal candidate will have experience in most facets of campaign finance operations, including call time management, small and high dollar events (major, mid-level fundraisers and house parties), donor research, online fundraising, budget management and legal compliance. This person will be required to develop various fundraising and finance plans ensuring a variety of events and programs raise the money necessary to cover operational expenses for the Party.

Responsibilities Include:

We do not expect any candidate to possess all of these skills and experiences, and we encourage you to apply even if a couple of them do not perfectly describe you.

- Create a multi-faceted short- and long-term fundraising plan in coordination with the National Fundraising Consultant for the Party that encourages development of new revenue streams while maintaining current streams.
- Work with the Executive Director, Deputy Executive Director, and Operations Director to track income and adjust goals, as needed.
- Manage NGP database, conduct research on current and potential contributors, and prospect for new donors.



- Be a resource for Democratic County Parties, elected officials, and candidates on fundraising strategy and reporting.
- Coordinate with Compliance Consultant to monitor compliance and appropriately solicit, track, and report campaign finance contributions and expenditures.
- Raise funds through consistent personal call time and ensure, prepare, and staff the Chair and Executive Director during their call time.
- Plan, coordinate, and execute a couple of large-scale fundraising events and several mid-level house party style events throughout the year.
- Direct and supervise teams of staff, fellows, and volunteers in the planning and execution of events and other fundraising tactics.
- Hire, manage, and supervise all Eva Clayton finance fellows.
- Conduct accurate and timely donor follow up and acknowledgment.
- Engage staff and State Committee by creating an organizational culture of fundraising.
- Coordinate with the Digital team to raise online contributions through innovative direct email solicitations, popular social media posts, online ads, and high-quality contribution web pages.
- Administer the NCDP sustaining donor programs and the sustaining funds program.
- Schedule meetings, arrange briefings, and develop relationships with NCDP stakeholders, individual contributors, labor organizations, business groups, issue advocacy groups, party leaders, elected officials, and candidate campaigns.
- Other duties as assigned.

Desired Skills & Qualifications:

- Excellent personal skills with the ability to build and maintain strong relationships.
- Detail oriented and comfortable working in a fast-paced office environment.



- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture.
- Superior project management skills. Know how to plan a project or program, track progress, and adjust resources as needed.
- Ability to juggle multiple programs and events with success.
- Understand long and short-term strategy. Be able to help create a long-term plan for the party, monitor programs, and stick to goals.
- Stellar communications skills, both written and oral.
- Fundraising prowess. Understand how both low and high-dollar fundraising works.
- Experience with online fundraising. Creative outreach to new funding sources.
- Understanding of both state and federal election law is very beneficial.
- Ideally 4 years of political, campaign, or non-profit experience or a combination thereof.
- Willingness to travel throughout North Carolina and nationally.
- Knowledge of NGP software and ActBlue.

Salary & Benefits:

This is a permanent, full-time, exempt, and salaried position, based in Raleigh, North Carolina. This position is not part of the bargaining unit. The salary and benefits for this position are competitive and commensurate with experience. The annual salary pay range is \$90,000 to \$100,000, or \$7500 to \$8333 per month

Employees receive graduated vacation based on years of service, beginning at 10 days of paid vacation for new employees. Employees receive paid holidays, paid sick leave, and various other forms of paid leave.

NC Democratic Party Benefits:

All full-time employees are offered a comprehensive benefits package, 100% covered by NCDP. This includes medical, dental, vision, disability, and life insurance. Benefits



become active on your first day of employment. Employees can add partners and dependents to health benefits but are responsible for covering the additional cost.

To apply please send a cover letter, resume, writing sample (your discretion) and salary history to jobs@ncdp.org. Please only list the words "Finance Director Application" 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 identity or gender expression.