



## **Finance Director, Democratic Party of Illinois**

The Democratic Party of Illinois is seeking a dynamic individual to fill the position of Finance Director. This is a full-time and highly collaborative leadership position that works closely with the other department directors, Chair, and B.L.U.E. Committee to effectively raise, report, and acknowledge the funds that support the DPI and our programs.

### **About the Democratic Party of Illinois**

In the 2022 election cycle, the DPI will protect and elect Democrats up and down the ballot, while building the most active and inclusive party our state has ever seen. Our work is year-round, and our programs will focus on welcoming Illinois Democrats home to a party focused relentlessly on electing those who champion our causes and our communities. As we approach the largest cycle we'll see this decade, we seek outstanding applicants to help us achieve our mission of electing Democrats at all levels in 2022 and beyond.

### **What Will You Do?**

The Finance Director will develop and execute strategic fundraising plans to meet ambitious performance milestones.

### **Responsibilities Include:**

- Work with Party leadership and staff to create and implement a short and longer-term fundraising/financial plan for the Party that meets financial needs and develops new and existing revenue streams;
- Manage and execute events and all other activities related to fundraising;
- Maintain and ensure accuracy of donor database and conduct research on new and potential contributors;
- Raise funds through personal call time and staffing Officers and Executive Director during call time;
- Be a resource for Democratic county parties, elected officials and candidates on fundraising strategy and reporting;
- Manage donor acknowledgement, including timely thank you letters and tracking outgoing letters;
- Liaise with DPI's compliance team to ensure accurate and timely reporting of financial activity;
- Manage a growing team and vendor relationships as needed;
- Other duties as assigned.

## **Who Are You?**

The ideal candidate will be a passionate promoter of Democratic values, and have experience in all areas of traditional fundraising programs. Additionally, they will be an aggressive innovator of new ideas, approaches, and opportunities to raise funds. A familiarity with the Illinois political landscape is preferred.

## **Qualifications:**

- 4-6 years political fundraising experience (work on a statewide political campaign or for a state political party preferred);
- Experience creating finance/fundraising plans;
- Experience managing staff and/or volunteers;
- Proficiency with standard fundraising platforms like NGP and ActBlue;
- A demonstrated ability to understand the interplay of federal and non-federal money;
- A record of and a commitment to innovative approaches in addition to experience with the traditional fundraising tactics and strategies;
- Experience with online and direct mail fundraising, call-time management and conceptualizing and executing fundraising events;
- Strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines;
- Detail oriented with exceptional record keeping and organizational skills;
- A responsive and positive team player who enjoys versatility and constant new challenges;
- Strong cultural competency and the ability to work with donors, elected officials, and senior constituency representatives;
- Excellent verbal, written and analytical skills including the ability to speak persuasively in a charged atmosphere.

## **Job Details**

This position can be based in either Chicago or Springfield, though applicants must have the ability to travel throughout, and outside of, the state often for several days at a time. Applicants must have a valid driver's license, and a reliable mode of transportation.

The salary range for this role is \$80,000 - \$95,000 and is commensurate with experience. DPI also offers a generous benefits package with the opportunity for growth.

## **How To Apply**

Interested candidates should send an introductory email and their resume to [careers@ildems.com](mailto:careers@ildems.com). Interviews will be conducted on a rolling basis.

The Democratic Party of Illinois is committed to diversity among its staff and recognizes that its continued success requires the highest commitment to hiring and retaining a diverse staff that provides the best quality services to our mission. DPI is an equal opportunity employer and it is DPI's policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity, ethnic identity, physical disability, or any other legally protected basis.