

**Position:** Finance Director for Michigan Democratic Party

**Supervisor:** Party Chair

**Duties:** The Finance Director will work closely with the Chair and compliance team to manage the party's financial and donor / stakeholder management operations. The ideal candidate will have experience in:

- Event planning
- Call time management
- Donor research
- Online fundraising
- Organizational financial planning.

The Finance Director will be responsible for managing call time and generating new prospects, overseeing all aspects of fundraising events, chasing-in pledges and communicating with donors.

**Desired Skills/Qualifications:**

- Minimum of two to three years fundraising experience with a political campaign, a state party or national committee, or a non-profit organization.
- Experience running live events on Zoom.
- Excellent interpersonal skills with the ability to build and maintain strong relationships.
- Strong verbal and written communication skills.
- Impeccable attention to detail and ability to work with a team in a fast-paced and demanding environment.
- Knowledge of NGPVAN required.
- Project management experience and understanding of both state and federal election law preferred.
- Willingness to travel throughout Michigan as needed and work evening and weekend hours as required.

**How to Apply / Contact:**

To apply please send a cover letter, resume and three professional references to [MIDemParty@michigandems.com](mailto:MIDemParty@michigandems.com). Position will be open until filled. Salary is commensurate with experience.

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