



## **NC Senate Caucus Finance Director Position**

The NCSDC won 6 seats in 2018 to break the supermajority, picked up an additional seat in 2020, and is gearing up to continue working toward the majority for the 2022 election cycle. The NC Senate Caucus is looking for a Finance Director who will be responsible for managing all aspects of the North Carolina Senate Democratic Caucus's fundraising program. The Finance Director will report directly to the Executive Director and Deputy Executive Director. Additionally, the Finance Director works directly with internal departments, individual caucus members, Senate leadership, candidates, allied organizations and more. The Finance Director is responsible for working with the ED and Deputy ED to create and execute a fundraising/ finance plan which will fully fund the Caucus' efforts for the 2022 election cycle. To confirm, this is a full-time, salary-exempt position through November 15<sup>th</sup>, 2022 with the possibility of extension beyond that date. The Finance Director will be based in Raleigh (NC). This position must have a valid drivers license and reliable transportation. The ideal candidate will be available to start immediately.

### **Responsibilities will include:**

- Developing and executing a multi-faceted finance plan with programs aimed at multiple categories of donors (including PACs, high-and low-dollar individuals, other institutional givers, and online contributors) with program's targeted at specific constituencies of donors.
- Planning, scheduling, and managing small-and large-scale fundraising events ranging from small social gatherings to large events with 100+ attendees.
- Managing and staffing member call time for their campaigns and the caucus, conduct all follow-up donor correspondence and pledges, and oversee thank you program.
- Building on existing donor database by identifying, researching, and recruiting new donors.
- Assisting members in building strong relationships with major donors for their campaigns and the caucus.
- Tracking progress of program and producing regular reports for Executive Director and Senate Leadership.
- Working with NCDP's compliance staff to ensure accuracy on state finance reports.



- Improving and maintaining accurate records in finance database.
  - This includes recruiting, training, and supervising interns to assist with data entry, donor research, and other finance-related tasks.
- Writing or overseeing drafting of direct mail and online/email solicitations.
- Assisting incumbent members and challenger candidates with developing and executing their own successful fundraising plans.
- Tracking targeted campaigns progress on finance goals.
- Potentially supervising a Finance Assistant in donor research, event planning, and other support activities.
- Potentially assisting with design and pitch for large donors
- Designing digital and print invitations for events, emails, social media.
- Other duties as assigned.
- Must be available to work extended hours, including nights and weekends as needed.

#### **Qualifications and requirements:**

- Strong commitment to electing Democrats to state government.
- Must possess strong written and oral communication skills
- At least 2 cycles of political fundraising experience
- Exemplary time management, planning, and organizational skills.
- Detail-oriented and able to prioritize and manage multiple projects and staff
- Extensive experience with NGP
- Experience with Excel, ability to perform mail merges, cut and clean fundraising lists, and print labels for mailers
- Experience in and knowledge of key people/organizations in North Carolina preferred.
- Strong interpersonal skills
- Must have dependable transportation (position will, at times, require travel around the state).
- Ability to prioritize and effectively manage multiple tasks in a fast-paced work environment
- Must demonstrate cultural competency with racially diverse audiences
- Fluency in VAN, Microsoft Office Suite; other field tools a plus



### **NC Democratic Party Benefits:**

The salary range for this position starts at \$50,000 annually, commensurate with experience and negotiable. In addition to base salary, all full-time (30 hours or more) 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.

### **How to apply:**

Applications can be sent in via email, to [senatecaucus@ncdp.org](mailto:senatecaucus@ncdp.org). All applications must include the following items to be considered:

- 1) Cover letter: should showcase your interest in this position and highlights your unique skill set(s) and qualification(s).
- 2) Resume
- 3) References; at least 2-3 professional contacts

All applications should be emailed to [senatecaucus@ncdp.org](mailto:senatecaucus@ncdp.org) . Please only list the words “Senate Caucus Finance Director” in the subject line. Applications that are improperly submitted will not be accepted; this position will remain open until filled.

### **EEOC Statement:**

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.