



## Coordinated Campaign Finance & Operations Manager

**Position:** Coordinated Campaign Finance & Operations Manager  
**Reports To:** Coordinated Campaign Director  
**Salary Range:** \$4,000-\$6,000

### Overview

The Coordinated Campaign Finance and Operations Manager will be responsible for helping the Colorado Democratic Party run the day to day operations of the coordinated campaign. This position will manage financial compliance for all Democratic candidates and create and oversee all operational processes. This position will report directly to the Coordinated Campaign Director and work closely with the Executive Director, the Finance Director and the Compliance Firm of the Colorado Democratic Party.

### Responsibilities :

- Oversee all coordinated campaign financial compliance including tracking all contributions;
- Oversee all coordinated campaign invoices, approvals for payment and timely payment to coordinator vendors;
- Build and execute a series of processes and systems to ensure day to day financial activities for the coordinated campaign are completed correctly and in a timely manner;
- Work closely with statewide and congressional Campaign Managers and Finance Directors to ensure campaign compliance is met;
- Plan and manage financial logistics for joint fundraising committees when necessary;
- Ensure day to day operations of the coordinated campaign runs smoothly and that all relevant parties are engaged;
- Open and manage the Coordinated Campaign office including ensuring office supplies are sufficient and distributed to field offices if necessary;
- Manage IT for the Coordinated Campaign staff including but not limited to, email address creation, access to VAN etc;
- Assist in HR management, including but not limited to overseeing coordinated staff onboarding, payroll approvals and gas card distribution;
- Other duties as assigned.

### Qualifications:

- At least one cycle of experience in electoral, civic engagement or political campaigns and at least one cycle of Colorado experience is preferred;
- Experience as a project manager or on a campaign finance team;
- Experience working across departments or teams within an organization;
- Hyper organized and has experience setting up processes;
- Results focused and organized with strong attention to detail and process;
- Excellent writing and communication skills;
- Ability to meet deadlines under pressure while handling multiple projects;
- Ability to work independently and in team settings;
- Strong knowledge of Microsoft Excel. Basic computer literacy, database skills, and access to a reliable portable computer;
- Must have reliable access to a vehicle and a valid driver's license.



**Benefits:**

**CDP offers full medical and dental insurance at no cost to the employee; vision is offered at a nominal cost. CDP employees also receive paid holidays and vacation pay.**

**Send Bio, Resume, and references to: [resumes@coloradodems.org](mailto:resumes@coloradodems.org)**