

# TAKE BACK TENNESSEE

**Position:** Deputy Finance Director

**Start Date:** January 2022

**Location:** Nashville, TN

**Reports To:** Finance Director

**Position Summary:** The Deputy Finance Director will be the secondary leader of the TNDP's permanent finance team. The Deputy Finance Director will assist with managing staff, planning and executing the finance plan for 2022 and beyond, and build lasting relationships with donors and party members. The TNDP's 2022 coordinated campaign poses a big opportunity for the Deputy Finance Director to create a long term fundraising strategy.

The 2022 Tennessee Coordinated Campaign, Take Back Tennessee, is the inaugural year of the path to turn Tennessee blue. Joining Take Back Tennessee will give staffers the chance to get in on the ground level of making history in Tennessee as well as run an innovative program that is equal parts experimental and strategic. The potential for 2022 includes registering over 200,000 new voters in Tennessee, flipping several seats across the state, pushing more districts into the flippable zone for 2024, and growing our Democratic momentum. This position will require occasional travel and is an in-person position based out of the TNDP's Nashville, TN headquarters. Irregular hours including nights and weekends as well as increasing hours are an expectation of the job.

## **Essential Duties and Responsibilities:**

- Executing and managing donor research, expanding donor networks, and maintaining donor database
- Working with Operations Director and consultants to ensure compliance with state campaign finance laws
- Working with staff, consultants and vendors on an ambitious fundraising strategy, including assisting the Finance Director and consultants in implementing an annual fundraising calendar, including direct mail, email, events, and other targeted fundraising campaigns
- Working with TNDP leadership and staff to create and implement a short and long-term fundraising/financial plan for the party that defines financial needs and develops new and existing revenue streams
- Raise funds through personal call time
- Be a resource for Democratic County Parties, elected officials, staff, and candidates on fundraising strategy and reporting
- Assist Finance Director in the management of the finance team
- Travel in and out of state to fundraise for the TNDP
- Drafting fundraising and event communications, including acquiring approval from Chair, Executive Director, and elected officials, candidates, initiative campaigns, etc. This

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includes but is not limited to multiple weekly fundraising emails, donor reports, electoral reports, social media communications, and direct mail

- Planning, scheduling, and managing small-and large-scale fundraising events ranging from small social gatherings to large events with 500+ attendees
- Recruiting, training, and supervising finance staff to assist with data entry, donor research, and other finance-related tasks
- Tracking targeted campaigns progress on finance goals
- Working with and cultivating relationships with large donors
- Working with Executive Director to ensure cash flow and budget projections are met
- Other duties as assigned

## **Preferred Qualifications:**

- Have dependable transportation and a valid driver's license
- Fluency in VAN, Google Suite; other field tools a plus
- Experience with state party and/or coordinated campaign fundraising and finance regulations
- Experience managing staff
- Experience in setting and achieving measurable targets, managing teams, and coordinating between multiple stakeholders

## **Required Qualifications:**

- 3+ years experience in campaign, advocacy, non-profit finance
- 2+ years experience in a campaign fundraising leadership role
- Fundraising event management experience
- Detailed knowledge of NGP and ActBlue
- Demonstrated success in fundraising campaigns
- Knowledge of campaign finance laws and regulations
- Proven track record of raising funds from diverse sources
- Track record of fundraising planning and implementation, targeting contributors, and follow-through with donors and pledges
- Ability to identify and cultivate new and existing relationships with donors, prospective donors, partner organizations, and key stakeholders
- Comfortable with technology and learning new tech systems
- Solutions-oriented, creative, and flexible - every day will look different, and it's important to have a positive attitude, be a team player, and find creative solutions
- Excellent written and verbal communication skills
- Ability to communicate clearly and proactively both with staff and with external partners
- Ability to manage multiple projects independently and navigate competing priorities
- Possess a sharp and critical eye for detail
- Resilient, resourceful, and adaptive to priority shifts and change (big and small)

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- Have experience working in a fast-paced environment, managing multiple projects at the same time while meeting tight deadlines
- Highly communicative - responsive to internal and external requests, emails, and calls, within reason
- Values and prioritizes diversity, equity, and inclusion and enjoys working with people of diverse backgrounds and cultures
- Believes in and lives out the TNDP's and DNC's mission and values

**Salary and Benefits:** This is a full-time position through 2022 and beyond. This position pays \$5,500 per month. Benefits include 100% employer coverage of medical and dental insurance as well as mileage reimbursements and 1 week accrued at the beginning of the calendar year plus 1 days of PTO gained per month. Staff may not use time off on blackout dates, and applicants are encouraged to inquire about blackout dates and work schedules during the interview process.

**To Apply:** Email a current resume and sample fundraising plan to [jobs@tndp.org](mailto:jobs@tndp.org). Include the subject line "Deputy Finance Director." In the body of the email, tell us your anticipated start date and why you want to come Take Back Tennessee in 3 sentences or less.

The Tennessee Democratic Party (TNDP), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The TNDP is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. The TNDP is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. The TNDP will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.