

Deputy Finance Director

Description: The Texas Democratic Party seeks a Deputy Finance Director to help lead an expansive and growing State Party Finance Department. The Deputy Finance Director will report to the Finance Director, and work closely with the Co-Executive Directors, Convention Director, Operations Director and other senior staff to guide fundraising efforts, compliance with state and federal law, and implementation of fundraising events and the 2022 State Convention. Ideal candidates will possess strong organizational, written, and oral communication skills, in addition to understanding basic fundraising strategies. Familiarity with Texas politics is preferred but not required.

Core Responsibilities:

- Develop, plan, and execute grassroots and high-dollar fundraising events, and coordinate logistics for raising across Texas.
- Help oversee Call Time Program, conduct research on current and potential contributors, and conduct accurate and timely donor follow up and acknowledgement.
- Work closely with members of other departments to prep for and participate in regular meetings to update existing high value stakeholders and funders as to the status of the Texas Democratic Party's work.
- Manage our data entry process through NGP and in coordination with our other database systems.
- Additional duties as assigned by the Finance Director, or Co-Executive Directors

Additional Responsibilities:

- Coordinate numerous moving pieces and cross-departmental and cross-partner requests and concerns.
- Help manage online Webstore, email program, and digital ads program in conjunction with the Finance Director, Digital Strategist and consultant team.

Required Skills:

- Strong interpersonal skills
- Highly organized and committed to details, with an ability to juggle multiple tasks and deadlines at once
- Familiarity with ActBlue and NGP, and other political databases
- Excellent writing skills and computer skills, especially Excel and Google Spreadsheets

Required Tools:

- Reliable Transportation
- A reliable laptop
- A reliable cell phone

Preferred Experience:

- Superior project management skills. Know how to plan a project or program, track progress, and adjust resources as needed.
- 1-2 cycles of campaign experience, preferably in a finance role.
- Willingness to travel in Texas and nationally.
- Familiarity with Texas and Texas politics is helpful.

Start Date: TBD**Employment Type:** Cycle**Location:** Austin, TX**Salary:** \$60,000/year**How to Apply:**

Please [click here](#) and fill out this form to apply for this position.