

TAKE BACK TENNESSEE

Position: Finance Director

Start Date: January 2022

Location: Nashville, TN

Reports To: Executive Director

Position Summary: The Finance Director will be a core role at the TNDP for 2022 and beyond. The Finance Director will manage the Finance Department to raise the money that the TNDP needs to secure victory in upcoming elections and fight back against the GOP majority. The Finance Director will lead the Finance Department to building lasting donor relationships and networks, see continual growth, and secure long term financial stability. The Finance Director will think ahead to future election years and how to grow the TNDP.

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:

- Developing strategic fundraising plan for TNDP and bought-in coordinated candidates
- Overseeing donor research, expanding donor networks, and maintaining donor database
- Travel in and out of state to fundraise for the TNDP
- 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 implementing an annual fundraising calendar, including direct mail, email, events, and other targeted fundraising campaigns
- Developing and conducting fundraising training for staff, candidates, and county parties
- Raise funds through personal call time and sometimes assisting with call time management
- Work with the Executive Director to ensure cash flow and budget projections are met
- Work with the Chair, Executive Director, and compliance consultant to track income, expenses, and adjust goals, as needed
- Working with and cultivating relationships with large donors
- Planning, scheduling, and managing small-and large-scale fundraising events ranging from small social gatherings to large events with 500+ attendees

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- Recruiting, training, and supervising entry- and mid-level finance staff to assist with and strategy on data entry, call time, donor research, events, and other finance-related tasks
- Other duties as assigned

Preferred Qualifications:

- Knowledge of state party finance laws and regulations
- Reliable transportation and a valid driver's license
- Ability to travel by airplane
- Fluency in VAN, Google Suite; other field tools a plus
- Experience with state party and/or coordinated campaign fundraising

Required Qualifications:

- 5+ years experience in campaign, advocacy, non-profit finance
- 3+ years experience in mid to senior-level campaign fundraising role
- 2+ years experience managing staff
- Fundraising event planning and management experience
- Detailed knowledge of NGP and ActBlue
- Detailed knowledge of campaign finance laws and regulations
- Proven track record of raising funds from diverse sources, including prospecting new donors through research, digital fundraising, mail, and cold calls
- Ability to identify and cultivate new and existing relationships with donors, prospective donors, partner organizations, candidates, electeds, and key stakeholders
- Track record of fundraising planning and implementation, targeting contributors, and follow-through with pledges and donors
- 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)
- 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

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Salary and Benefits: This is a full-time position through 2022 and beyond. This position pays \$6,500 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 day 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. Include the subject line "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.

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