



## **Development & Finance Director – Idaho Democratic Party**

**Location:** Boise, Idaho

**Salary:** \$55,000 – \$70,000, commensurate with experience

**Benefits:** Health, dental & vision insurance, paid time off, phone and computer stipend

**Reports to:** Executive Director

**Application Deadline:** Applicants will be considered on a rolling basis until the position is filled.

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### **About the Idaho Democratic Party**

The Idaho Democratic Party (IDP) is committed to building a stronger, more inclusive Idaho by electing Democrats at all levels of government. We work year-round to engage voters, support candidates, and advance policies that improve the lives of Idahoans.

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### **Position Overview**

The Idaho Democratic Party (IDP) is seeking a highly motivated and organized **Development and Finance Director** to lead fundraising efforts, manage financial operations, and ensure the Party's long-term financial health. The ideal candidate will be responsible for developing and executing a strategic fundraising plan, managing relationships with donors, overseeing budgeting and cash flow, and ensuring compliance with state and federal campaign finance laws. This position works closely with the Executive Director, Party leadership, and staff to maintain and grow financial resources that support the Party's mission of electing Democrats at all levels in Idaho.

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### **Key Responsibilities**

#### **Fundraising & Donor Relations:**

- Develop and implement a comprehensive fundraising strategy to fully fund IDP's operating budget and electoral programs.
- Identify, cultivate, and maintain relationships with major donors, grassroots supporters, and organizational funding sources.
- Plan and execute fundraising events, digital and SMS fundraising campaigns, direct mail solicitations, and call time programs.
- Manage donor databases and oversee donor acknowledgment, including thank-you letters and follow-ups.
- Manage and execute the Party's digital fundraising efforts to ensure financial goals are met.
- Work with Party leaders to maximize fundraising potential through outreach and engagement.

## Financial Management & Compliance:

- Develop and oversee IDP's annual and monthly finance plan in collaboration with the Executive Director.
- Maintain accurate records of contributions and expenses, ensuring financial transparency and accountability.
- Ensure compliance with all Federal Election Commission (FEC) and Idaho Secretary of State campaign finance laws, filing reports as required.
- Work with the Executive Director to manage cash flow and budget projections to sustain long-term financial health.
- Utilize QuickBooks and NGPVAN for accounting and financial reporting.

## Leadership & Collaboration:

- Work closely with Party leadership to set and achieve financial goals.
- Supervise and support any additional finance or development staff.
- Provide fundraising guidance and support to Democratic candidates and local parties.
- Collaborate with communications and organizing teams to integrate fundraising into broader Party initiatives.
- Other duties as assigned by the Executive Director.

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## Qualifications & Skills:

- Minimum of 2 years of political fundraising or nonprofit development experience, with state-party experience preferred.
- Strong knowledge of fundraising best practices, budgeting, and cash flow management.
- Familiarity with NGP, ActBlue, Excel/Google Sheets, QuickBooks, and other fundraising tools.
- Experience managing donor databases and executing fundraising campaigns.
- Understanding of state and federal campaign finance laws is required.
- Excellent written, verbal, and public presentation skills.
- Ability to build relationships with donors and political stakeholders.
- Experience in event planning and donor engagement.
- Strong organizational skills with the ability to manage multiple priorities.
- A commitment to the values and mission of the Idaho Democratic Party.

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## How to Apply

Interested candidates should submit: **A cover letter** explaining their interest in the role and relevant experience, **a resume** detailing their professional background, and **three professional references**.

Applications should be sent to [dakota@idahodems.org](mailto:dakota@idahodems.org) with the subject line "**Development & Finance Director Application – [Your Name]**".

The Idaho Democratic Party is an equal-opportunity employer and is committed to creating an inclusive and diverse workplace. Women, people of color, LGBTQ+ individuals, and members of historically marginalized communities are strongly encouraged to apply.