



The Connecticut Democratic Party is seeking an experienced and outgoing Finance Director to continue building the momentum as we move into 2020. The Finance Director will work closely with the Executive Director and Chair to create and manage the State Party's finance and donor management operations. The ideal candidate will have experience in event planning; call time management, donor research, online fundraising and financial planning.

The Finance Director will develop and execute strategic fundraising plans and meeting performance milestones. Responsibilities include but are not limited to: planning and executing events and other fundraising activities, developing and monitoring call time, building and maintaining donor relationships, and making direct solicitations of state and local donors through multiple channels and media. Additionally, he or she will be an aggressive innovator of new ideas, approaches and opportunities to raise funds.

This position is based in Hartford, CT and is highly collaborative and crucial to the Connecticut Democratic Party achieving its mission of election Democrats at all levels in 2020.

Salary is dependent on experience. Generous benefits offered.

Position Responsibilities Include:

- Working with Party leadership and staff to create and implement a short and longer-term fundraising/financial plan for the Party that defines financial needs and develops new and existing revenue streams.
- Managing and executing small and large events, and all other activities related to fundraising and donor programs.
- Maintaining and ensuring accuracy of CRM Database and conducting research on potential new contributors.
- Scheduling and staffing Officers and Executive Director during call time.
- Managing donor acknowledgement, including timely thank you letters and tracking outgoing letters in the CDP finance database.
- Work with the Executive Director to ensure cash flow and budget projections are met.
- Other duties as assigned.

Desired Skills/Qualifications:

- Minimum of two to three years of related work experience in a Director or Deputy Director role on a political campaign, for a state party or national committee, or for a non-profit organization.
- Excellent personal skills with the ability to build and maintain strong relationships.
- Strong verbal, written and interpersonal communication skills, including attention to detail.
- Large and small event management experience.
- Understanding of both state and federal election law is very beneficial.
- Knowledge of NGP.
- Ability to travel and work nights and weekends, as needed.

How to Apply:

Interested candidates should submit a cover letter, resume and three references by 5 pm on 12/20/2019 at this link [here](#).

Applications improperly submitted will not be accepted.

Email info@ctdems.org with any questions.

Equal Employment Opportunity Policy: The Connecticut Democratic Party is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis.