Finance Director

About the position: The Democratic Party of Georgia (DPG) is hiring a Finance Director who will carry out an annual large-scale fundraiser, along with several smaller-scale fundraisers, and who will keep the financial operations at the DPG running smoothly on a day-to-day basis. Candidates must pay meticulous attention to detail, have a passion for growing our organization, and demonstrate a commitment to working on a team in an interactive and dynamic environment.

Duties include but are not limited to:

- Works with the DPG’s Operations Director to maintain accuracy of the donor database
- Works with the Executive Director to ensure that cash flow and budgetary projections are met while creatively identifying new revenue streams
- Plans and executes the DPG’s annual State Dinner
- Plans and executes other smaller dollar donor events throughout the calendar year
- Works with the Finance Committee of the State Committee to craft fundraising objectives
- Prepares and manages call time for DPG officers and/or other identified raisers
- Manages all donor follow-up activity while maintaining professional donor relationships

Qualifications:

- A minimum of 2 years prior political fundraising experience – experience working on a statewide or congressional political campaign or a state political party preferred
- Experience with online and direct mail fundraising, call-time management, and conceptualizing and executing fundraising events
- Prior experience with targeting contributors and follow-up management
- Experience creating finance/fundraising plans
- Strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines
- Detail oriented with exceptional record keeping and organizational skills
● Excellent verbal, written, and analytical skills including the ability to publicly speak persuasively in a charged atmosphere
● An unwavering commitment to accuracy and results
● Effective computer skills, including Microsoft Office Suite, Excel, and NGP/VAN
● Office hours are typically 9:00 – 5:00, Monday through Friday, however, evening and weekend hours will be needed regularly, and the hours will increase during the Coordinated Campaign

Salaries: Salary is competitive and commensurate with experience. Position will include medical, vision, and dental insurance benefits.

Application Instructions: Please email your resume and three references to Scott Hogan at scotth@georgiademocrat.org with “Coordinated Campaign Director” in the subject line. The DPG believes our diversity on staff is our strength and we encourage individuals with diverse backgrounds — including race, ethnicity, religion, gender, marital status, parenting status, sexual orientation, age, national origin, disability or veteran status — to apply.