



## Fundraising Coordinator

The Indiana Democratic Party (IDP) is seeking a full-time Fundraising Coordinator at its headquarters in Indianapolis, Indiana. This position will report directly to the IDP Chair and is solely responsible for tracking all donations to the IDP.

### Responsibilities Include:

- Building upon our existing donor structure to bring new donors to IDP
- Assist in expanding our online and smaller donations
- Help create fundraising emails for IDP
- Track financial commitments
- Act as call time manager for the chair
- Coordinate and serve as point of contact for sustaining donor groups and fundraisers
- Manage the process for donor follow up
- Create and set up meetings between the chair and current or potential donors.
- Prepare monthly income budgets and projections
- Assist in large-scale event logistics when applicable
- Plan and coordinate in-state and national fundraisers for the IDP
- Prepare bank deposits
- Establishing a checks and balances system with the compliance director to ensure all contributions are legal and reported correctly

### Preferred Qualifications

- Experience using NGP software
- Familiarity with federal and or state election laws
- Must be able to work independently to produce results
- Efficient time management skills
- Organized with good interpersonal communication skills
- Must be able to work quickly under pressure
- Must be open to statewide and national travel

**Interested candidates must email a resume and three references to [jobs@indems.org](mailto:jobs@indems.org) by Friday, April 2, 2021 at 5pm EDT.**

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