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 by Friday, April 2, 2021 at 5pm EDT.

The Indiana Democratic Party is an equal opportunity employer and is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin or disability.