

## **Job Description - Finance Director**

The Florida Democratic Party (FDP) is seeking a Finance Director to serve as the leader for the Finance Department and ensure that we have the funds to succeed in 2022. This Director will be responsible for raising funds and managing high-level donor relationships alongside the Party Chair, Executive Director (ED) and other leaders within the FDP. They will operate with a high degree of independence, but be accountable to clearly defined monthly goals. This position is preferably based in Miami, FL.

### **Description of Duties**

- Plan and execute a finance plan for 2021 and 2022.
- Plan and execute fundraisers with the finance team to ensure fundraising goals are met or exceeded for the cycle.
- Identify and cultivate relationships with existing and new supporters and Board members.
- Identify other high-level prospects and upgrade opportunities from existing donors.
- Schedule solicitation meetings with current and prospective donors with the Chair and ED.
- Hold solicitation meetings with prospects and current donors.
- Renew contributions of donors from previous years.
- Develop and manage a donor maintenance strategy as it relates to outreach, on-boarding, cultivation, engagement and retention from donors acquired via all channels, including major donor and digital.
- Facilitate call time with the Chair, ED, and local surrogates with help from the finance team.
- Manage relationships with lobbyists and government relations teams.
- Build and foster relationships with local and national unions.
- Lead efforts for all regional and national fundraisers including event operations and fundraising efforts.
- Lead the effort to build and execute successful email and mail fundraising programs.
- Maintain NGP with detailed notes of donor interactions and contribution background with the help of the finance team.
- Build and maintain processes and organizational structures for solicitation and collection of contributions.
- Work with the compliance department to provide accurate and timely reporting of contributions.
- Stay in frequent communication with and provide daily and weekly updates to the Chair and ED.

- Guide and manage all staff within the finance department, including deputy(ies) and/or associate(s) to ensure a successful and efficient call time operation with the Chair and ED and to ensure they meet their goals.
- Directing teams of staff, interns, and volunteers in the planning and execution of events and other fundraising tactics.
- Direct the operations for yearly fundraisers, and donor appreciation events.
- Drafting fundraising and event communications, including acquiring approval from Chair, Executive Director, and/or elected officials, candidates, initiative campaigns, etc. This includes but is not limited to multiple weekly fundraising emails, donor reports, electoral reports, social media communications, and direct mail.
- Acting as point of contact for guest speakers, providing briefing documents and talking points, and attending to other special requests.
- Acting as point of contact for prospective and committed event sponsors. This includes following up on unanswered solicitations, confirming guests, and securing payment.
- Acting as point of contact for venue management and other vendors, such as catering and audio-visual providers. This includes determining appropriate room setup orders and timed, detailed event schedules.
- Other duties as assigned.

### **Qualifications and Skills**

- A minimum of 3 years political fundraising experience preferred.
- A previous cycle serving as a Finance Director for a Congressional race or similar is a plus.
- Demonstrated understanding of long-term donor stewardship.
- Experience with online and direct mail fundraising, call-time management and conceptualizing and executing fundraising events.
- Self-motivation, professionalism and a positive demeanor.
- Ability to manage multiple projects simultaneously with frequently changing and competing deadlines.
- Excellent verbal, written, analytical skills, and emotional intelligence.
- Expert knowledge of Excel, G-Suite and NGP.
- Willingness to work outside of typical business hours, including nights and weekends.
- Committed to details, results, and consistent improvement.
- A strong commitment to Democratic ideals and issues.

### **Logistics**

- Must have a valid driver's license, reliable mode of transportation and the ability to travel extensively at times throughout the state for more than a day at a time.
- Must be able to travel often for several days at a time.
- Office hours are 9:00 – 6:00, Monday through Friday, however, evening and weekend

hours will be needed regularly

### **Salary & Benefits**

- The Florida Democratic Party offers a competitive salary and benefit package with the opportunity for growth. Salary is negotiable and based on experience. This is a full-time position and available immediately. Position includes full health, dental, and vision benefits.

### **How to Apply**

- Please click [here](#) and fill out this form to apply for this position.

### **Disclaimer**

The Florida Democratic Party is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The FDP is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions 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.