

Fundraising Manager Democrats for the Illinois House

The Fundraising Manager is responsible for developing and implementing strategic fundraising campaigns for the Democrats for the Illinois House caucus committee and individual State Representative candidates as needed. The position is based in Westchester, Illinois. Limited in-state travel may be required.

Qualifications:

- Bachelor's degree with at least 3 years of work experience, or an equivalent combination of education and experience
- Experience in setting and achieving measurable targets, managing teams, and coordinating between multiple stakeholders
- Willingness to work nights and weekends as needed, particularly during campaign season
- Availability to work effectively with elected and party leaders and members of the general public
- Strong time management and organizational skills, ability to meet deadlines, and work independently
- Excellent verbal and written communication skills
- Enthusiasm for Democratic politics
- Valid driver's license and reliable transportation

Duties include but are not limited to:

- Developing strategic fundraising plan for the caucus committee and individual candidate committees for candidates for the Illinois House
- Planning and executing fundraising events
- Executing and managing donor research, expanding donor networks, and maintaining donor database
- Developing call sheets
- Developing and implementing a digital fundraising strategy with an emphasis on small-dollar donations
- Working with Operations Manager and consultants to ensure compliance with state campaign finance laws
- Maintaining caucus fundraising calendar
- Managing follow up on pledges and donations
- Schedule and manage candidate call time
- Completing other tasks as needed

Additional skills desired:

- Experience with VAN, Nexis, Microsoft Office, GSuite, and social media platforms

To apply, please send a resume, cover letter and 3 references to Careers@HDemsIL.com. ***Democrats for the Illinois House is committed to attracting and retaining a diverse workforce and is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex, creed, sexual orientation, gender identity or expression, pregnancy, national or ethnic origin, disability, age, marital, veteran or economic status, or any other legally protected basis. Democrats for the Illinois House is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law.***