



Position: Regional Finance Coordinator

Employment Type: Full-time until November 2023

Location: Regional (NOVA (2), Richmond, Hampton Roads, and Western)

Reports to: Finance Director and Finance Team

Start Date: Fall 2022

The Virginia Senate Democratic Caucus is seeking qualified individuals to serve as Regional Finance Coordinators. These individuals will assist incumbent Democratic members (and potentially candidates) of the Virginia state senate with fundraising and political operations.

Five positions are available: two in northern Virginia, one in the Richmond metro area, one in Hampton Roads, and one in western Virginia.

Responsibilities include (But Are Not Limited To):

70% Fundraising:

Call time management: Coordinators will schedule and staff incumbent call time. They will also provide donor research support and call sheet prep support to the finance team.

Event coordination: Coordinators will help organize and staff fundraisers and meet-and-greets.

20% Political:

Political outreach: Coordinators will be responsible for building and managing relationships with local committees and progressive / community organizations on behalf of the caucus.

Candidate recruitment: Coordinators will provide grassroots support to the candidate recruitment process, tracking candidate progress and gauging local support.

Opposition research & tracking: Coordinators will monitor social media outlets and local press coverage.

10% Field:

Field: Coordinators will prepare turf and walk packets for incumbents and volunteers in coordination with the Caucus Campaign Manager or other identified team member.

The ideal candidate will have:

- Virginia experience
- At least 3 cycles of experience working on campaigns
- At least one cycle of fundraising or finance experience
- Self starter
- Highly motivated and committed to maintaining and growing the Senate majority
- Ability to exercise discretion and independent judgment
- Excellent oral and written communication skills
- Excellent personal skills with the ability to build and maintain strong relationships
- Detail oriented and comfortable working in a fast-paced office environment
Proficiency with ActBlue, NGP, Google Suite and Microsoft Office
- Knowledge of project/program management, progress tracking, and adjusting resources as needed
- Excellent written and verbal communication skills
- Ability to meet ambitious goals through innovative solutions
- Must have access to a cell phone, laptop, reliable internet, and vehicle with a valid Driver's License
- A commitment to building an inclusive and equitable team culture

Salary/Benefits:

- Salary is \$4,500/month or commensurate with experience
- PTO available as approved by the Executive Director
- Medical, dental and vision insurance premiums 100% covered by the Virginia Senate Democratic Caucus

To apply, please email your resume, include two professional references and one writing sample to info@vasenatedems.com. In the subject line, include [REGIONAL FINANCE COORDINATOR].

Resumes will be reviewed as they are received and selected candidates will be contacted for an interview on a rolling basis. **This Campaign is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, genetic information, protected veterans, marital or familial status, sexual orientation, gender identity or expression, disability status, criminal record information (except where permitted under applicable law), or any other category prohibited by local, state or federal law.*