



Job Description- Finance Director

The North Carolina Democratic Party is looking for a dedicated and energetic Finance Director to help us raise the revenue needed to strengthen our core operation, offer additional resources to local party organizations, and help break the super majority in the NCGA in 2017.

Under the general supervision of the Executive Director and Chair, the Finance Director oversees the Party's fundraising, donor prospecting, donor management, membership and database operations to ensure the Party's priorities and plans are carried out. This position will require an individual to be a self-starter, capable of working independently in a fast-paced political environment. This is not an entry-level position. The ideal candidate will have experience in all facets of campaign finance operations, including call time management, small and high dollar events (major, mid-level fundraisers and house parties), donor research, online fundraising, budget management and legal compliance. This person will be required to develop various fundraising and finance plans to ensure a variety of events and programs to raise money for the Party.

Responsibilities Include:

- Create a multi-faceted short and long term fundraising plan for the Party that encourages development of new revenue streams while maintaining current streams.
- Maintain programmatic budgets for the Party.
- Manage database, conduct research on current and potential contributors, and prospect for new donors.
- Be a resource for Democratic County Parties, elected officials and candidates on fundraising strategy and reporting.
- Coordinate with Compliance Director to monitor compliance and appropriately solicit, track, and report campaign finance contributions and expenditures.
- Raise funds through consistent personal call time and ensure, prepare and staff Chair and Executive Director during call time.
- Plan, coordinate and execute several large-scale fundraising events and mid-level regional events throughout the year.
- Hire and manage all finance staff, performing reviews and encouraging staff development, as well as reviewing staff functions and restructuring job responsibilities, if necessary.

- Conducting accurate and timely donor follow up and acknowledgement.
- Engage staff and State Committee by creating an organizational culture of fundraising.
- Coordinate with Communications Director to raise online contributions through innovative direct email solicitations, popular social media posts, online ads and high quality contribution web pages.
- Establish and administer the NCDP sustaining donor programs.
- Schedule meetings, arrange briefings and nurture relationships with NCDP stakeholders; individual contributors, labor organizations, business groups, issue advocacy groups, party leaders, elected officials and candidate campaigns.
- Establish a NCDP Finance Committee made up of high dollar donors and other NCDP stakeholders.
- Work with NCDP Executive Director to manage auxiliary fundraising programs, including Dollars for Democrats and DNC Victory Fund.
- Other duties as assigned.

Desired Qualifications:

- Excellent personal skills with the ability to build and maintain strong relationships.
- Superior project management skills. Know how to plan a project or program, track progress, and adjust resources as needed. Understand long and short-term strategy. Be able to help create a long-term plan for the party, monitor progress, and stick to goals.
- Stellar communications skills, both written and oral.
- Fundraising prowess. Understand how both low and high-dollar fundraising works. Experience with online fundraising. Creative outreach to new funding sources. Understanding of both state and federal election law is very beneficial.
- At least 2 years (4 years ideal) of political, campaign, or non-profit experience or a combination thereof.
- Willingness to travel throughout North Carolina and nationally.
- Knowledge of NGP software.

Salary is commensurate with experience.

To apply please send a cover letter, resume, writing sample (your discretion) and salary history to jobs@ncdemocraticparty.org. Please only list the words "Finance Director Application" in the subject line. Applications improperly submitted will not be accepted. Position will be open until February 20, 2017.

The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any

employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identify or gender expression.