



## **New Hampshire House Caucus: Finance Director**

The New Hampshire Committee to Elect House Democrats (CEHD) is a full-time political organization dedicated to building a Democratic majority in the New Hampshire State House.

CEHD is looking for an experienced, full-time Finance Director to run an aggressive fundraising operation to help regain a Democratic majority. The Finance Director will work closely with senior staff, the legislative leadership team, and individual members to draft and execute a 2-year fundraising plan.

**General information:** CEHD is based in Concord, New Hampshire. However, due to the ongoing pandemic, this position is remote until it is safe to return to in-person operations in Concord.

### **Responsibilities include, but are not limited to:**

- Assist CEHD leadership in developing an aggressive but realistic 2-year finance plan.
- Develop and execute a multi-faceted short-and long-term finance plan with programs aimed at multiple categories of donors (including PACs, high–and low-dollar individuals, other institutional givers, and online contributors) with program’s targeted at specific constituencies of donors.
- Plan, schedule, and manage small-and large-scale fundraising events ranging from small social gatherings to large events with 100+ attendees.
- Manage member call time for CEHD, conduct all follow-up donor correspondence and pledges, and oversee the thank you program.
- Build on existing donor database by identifying, researching, and recruiting new donors.
- Assist members in building strong relationships with major donors for CEHD.
- Ability to work closely with unions and other partners making investments in CEHD.
- Oversee compliance and prepare state finance reports for CEHD.
- Improve and maintain accurate financial records.
- Make and execute a plan to regularly send fundraising emails to grassroots donors.
- Staff CEHD leadership and other members at finance-related events--events are virtual until further notice.

**Required skills and qualifications:**

- Strong commitment to electing Democrats to state government.
- Bachelor’s degree or equivalent experience.
- Minimum one (1) cycle statewide, congressional, or legislative committee campaign finance assistant or equivalent experience preferred.
- Experience with NGP (strongly preferred) or other finance software.
- Lives in or willing to relocate to Concord, NH for the duration of the campaign cycle--Note: due to the covid-19 pandemic, relocation to NH is not required until in person work resumes when it is safe to do so.
- Must have a car when in-person work resumes (position will at time require travel around the state).
- Experience in and knowledge of the political landscape and key people/organizations in New Hampshire preferred.
- Poses superior interpersonal skills, with the ability to communicate effectively with a wide range of people and organizations
- Fast learner and willing to go above and beyond and find creative solutions to problems.
- Exemplary time management, planning, and organizational skills.
- Detail-oriented and able to prioritize and manage multiple projects
- Strong written and oral communication skills.
- Able to work independently and in a team environment.
- Work extended hours, including nights and weekends as needed.

**How to apply:**

To apply please send your resume and two references to [nhhousedems@nhdp.org](mailto:nhhousedems@nhdp.org). Please list “Finance Director” in the subject line. No calls, please. Applications improperly submitted will not be accepted. The position will be open until filled and applications will be reviewed on a rolling basis.

Salary is \$4,300/month plus a \$60/month technology stipend. Health, dental, and optical insurance coverage is available at no cost to the employee.

**CEHD is a unionized workplace, represented by IBEW #2320.**

**The Committee to Elect House Democrats 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.**