

## **Job Description**

The Florida House Democrats are looking for talented individuals to join the team for the 2020 campaign cycle as Legislative Finance Directors. This position will be hired on a rolling basis throughout the Summer of 2020.

## **Job Requirements**

The Legislative Finance Director will be responsible for overseeing the financial operations of an assigned State House campaign through November 15th, 2020.

Potential duties include:

- Work directly with the recruited candidate in an assigned district on a day to day basis
- *Draft and implement a comprehensive finance plan, with an emphasis on fundraising, for the assigned district in conjunction with the House Caucus staff and consulting team, including:*
- *Serve as the key contact for the campaign in fundraising efforts*
- *Serve as the liaison to the campaign from the FL House Democratic caucus and consulting team*
- *Manage candidate fundraising call time, fundraising events, and fundraising email programs.*
- *Work with the fundraising team to raise and manage a \$150,000+ fundraising operation in conjunction with the campaign's treasurer, FL House Democrats Finance Director, and campaign interns.*

The Legislative Finance Directors should expect a demanding work schedule and be available long hours, seven days a week through Election Day. They will report directly to the Florida House Victory Political Director and Finance Director.

## **Required Skills**

- High Attention to Detail
- Commitment to winning a Democratic majority in the Florida State House
- Excellent writing skills
- Time Management skills
- Ability to work in groups
- Ability to problem solve and think on their feet
- Team player
- Experience with political campaigns

## **Preferred Skills**

- **1-2 cycles in finance or field operations**
- **Familiarity with NGP VAN and/or ActBlue**
- **Experience with fundraising, call time, donor retention, and building a fundraising network**
- **Familiarity with Florida, State Legislative Races, or other relevant political experiences**