



## **DEPUTY FINANCE DIRECTOR**

FuturePAC, the campaign arm for the Oregon House Democrats, is seeking a hard-working, energetic, and committed individual to help lead House Democrats and Democratic candidates to victory in the 2020 election cycle as a Deputy Finance Director.

The FuturePAC Deputy Finance Director will work closely with the FuturePAC Finance Director as a key member of Oregon House Democrats' fundraising team in the 2020 election cycle.

### **Qualifications**

Candidates for this position must have a high degree of attention to detail, the ability to work quickly and accurately under pressure, a strong work ethic, and exercise excellent judgement.

Additionally, successful candidates must have the following:

- Ability to coordinate and execute a robust fundraising plan and handle multiple projects simultaneously.
- Ability to work with a team and deliver thoughtful recommendations on fundraising strategies.
- Excellent oral and written communication skills.
- Strong understanding of Excel/Google Sheets and be capable of effectively organizing fundraising data.
- Knowledge of NGP-VAN, ORESTAR, and campaign finance in Oregon is a plus.
- Flexibility to work long hours, including nights and weekends, often as much as 60 hours/week, increasing as we get closer to election day.
- Reliable transportation.

### **Job Responsibilities**

This position works closely with the FuturePAC Finance Director to execute a comprehensive fundraising strategy and work with our candidates and their staff to help them be successful with their campaign fundraising. Responsibilities include:

## **Fundraising Planning and Execution**

- Work directly with candidates and their campaign staff on developing their fundraising plans and internal systems.
- Work with campaigns to meet/exceed their fundraising goals and advise campaigns on fundraising best practices.
- Work with incumbent legislators and candidates to plan and host fundraising events.
- Help coordinate and execute FuturePAC's fundraising efforts, including writing fundraising emails, planning and staffing FuturePAC fundraising events, and tracking results.

## **Donor Research**

- Prepare research on prospective donors and fundraising activity.
- Assist with day-to-day management of FuturePAC's donor database and administrative needs.

## **Candidate Call Time**

- Work with campaign managers and candidates on effective call time strategies.
- Prepare for and staff call time with members of House Leadership.
- Develop call lists for members and candidates; assist with tracking their results.

## **Compensation Information**

- Salary is \$4,000-\$4,500/month, depending on experience (equivalent to \$48,000-\$54,000 annually).
- Health and dental insurance fully covered; access to optional affordable vision insurance.
- Retirement security through Oregon Saves.
- Mileage reimbursement for qualifying travel.

## **TO APPLY**

To apply, please send cover letter, resume and three professional references to: Marcus Sis, FuturePAC Finance Director, at [Marcus@FuturePAC.org](mailto:Marcus@FuturePAC.org).

For questions, please email the above address or call (907) 209-3586. Preference will be given to candidates who apply before 5 PM on Friday, January 31, 2020. Start date is flexible, but targeted for February 17, 2020.

*We know there are great candidates who won't fit everything we've described above, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself. We are dedicated to constantly improving our organization, in part by making sure our staff reflects the communities most impacted by our work. We are committed to building an inclusive environment for people of all backgrounds and ages. Women, people of color, LGBTQ+ individuals and individuals with disabilities are strongly encouraged to apply.*

*Future PAC is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious affiliation, disability or any other classification considered discriminatory under applicable law.*