

Deputy Finance/Digital Director

The North Carolina Democratic House Caucus is seeking a highly motivated candidate for the position of Deputy Finance/Digital Director. The ideal candidate will have experience in both traditional and cutting-edge fundraising practices, with a strong emphasis on digital fundraising including social media, email solicitation, and graphic design. The deputy finance/digital director will assist the finance director in day to day tasks including administrative duties related to record keeping and accounting, planning and executing fundraising events, digital fundraising efforts, and “big picture” fundraising initiatives. This position will report directly to the finance director and caucus director and work closely and collaboratively with the finance director and intern team.

Knowledge, Skills, and Abilities

- Knowledge of or ability to learn NGP VAN campaign software
- Experience in event planning and execution
- Strong background in social media and email fundraising
- Knowledge of digital fundraising best practices and current literature on best practices
- Ability to work collaboratively and independently
- Ability to work some evenings and weekends
- Highly organized and detail oriented
- Highly motivated and committed to the Democratic party, our members, and our candidates
- Proficient in Microsoft office including Excel, Word, Power Point, Publisher, Outlook
- Basic administrative skills including filing, data entry, record-keeping, simple accounting
- Familiarity with or ability to quickly learn North Carolina campaign finance/compliance laws
- Ability to manage interns
- Preferred experience creating digital invitations and graphics

This is a full-time position requiring a commitment of at least one cycle (2020), starting as soon as possible. The position will be based in Raleigh, NC. Salary commensurate with experience. Benefit package included.

To apply, please send resume to Amanda Eubanks at: aeubanks@ncdp.org with the subject line: “Deputy Finance/Digital Director”