

## **Deputy Finance and Digital Director**

The North Carolina Democratic Senate Caucus is seeking a highly motivated candidate for the position of Deputy Finance 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 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
- Preferred experience creating digital invitations and graphics
- 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
- Basic administrative skills including filing, data entry, record-keeping, simple accounting
- Proficient in Microsoft office including Excel, Word, Power Point, Publisher, Outlook
- Familiarity with or ability to quickly learn North Carolina campaign finance/compliance laws
- Ability to manage interns

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.