

The Virginia House Democrats are seeking to hire a **Finance Director**.

House Democrats are running a competitive 2019 campaign for the majority by supporting incumbent and challenger campaigns. We're looking for someone who can build our major gifts donor program to advance these goals. This is a campaign year position, ending on November 30, 2019. This position reports directly to the Executive Director.

This is a senior level staff position. A successful applicant will have served as a Finance Director on a Congressional race or equivalent with a history of building relationships with donors both inside and outside the Commonwealth.

Responsibilities

- Manage and develop a major gifts program for the caucus, including preparing research and targets.
- Manage and develop plans for donor contact.
- Manage donor relationships.
- Work with the Executive Director as well as finance staff and consultants for principal members of the caucus leadership to execute the major gifts program, serving as an "air traffic controller."
- Staff and manage call time and events when necessary along with other finance staff.

Desired Skills and Experience

- Passion for Democratic principles and a commitment to advancing the caucus' mission
- Able to stay calm under pressure in a fast-paced, demanding environment
- Able to work comfortably in an "open office" setting
- Highly organized and detail-oriented individual
- Excellent persuasive writing skills with a strong attention to detail.
- Proven experience managing multiple complex projects and finishing tasks on deadline.

Applicants should be prepared to work long hours, be based in Richmond, Virginia and have access to a vehicle. Excellent writing skills are a must.

Pay is commensurate with experience. Health insurance provided. To apply, send a resume, cover letter and references to trevor@vahousedems.org -- please make your subject line "Finance Director."

The Virginia House Democratic Caucus is a diverse group of Delegates and their staff, committed to achieving a majority in the House of Delegates. We encourage all to apply, regardless of race, color, gender, class, religion, creed, sex, sexual orientation, gender identity, disability, national origin, ancestry, age, veteran status or absolutely anything else that does not directly impact your ability to do your job.