



**Pennsylvania Senate Democratic Campaign Committee**  
*Finance Director*

## **Overview**

The Pennsylvania Senate Democratic Campaign Committee (SDCC) is seeking resumes for qualified candidates interested in serving as the **finance director** on top tier Pennsylvania Senate legislative races. This would be a campaign position running through November 15, 2020. Ideal candidates will be highly motivated, creative problem solvers, with campaign-related experience, who are passionate about taking the majority in the Pennsylvania State Senate.

## **Duties and Responsibilities:**

Candidates should be competitive, passionate, and flexible in a rapid paced campaign environment. This position will report directly to both the campaign manager, as well as central staff at the SDCC, and will be responsible for managing call time, events, digital fundraising, and related activities for the campaign – this includes maintaining good records for compliance. The finance director will be responsible for updating the finance plan and working with the campaign manager to oversee the budget and cash flow.

## **Qualifications and Requirements:**

- Work with Campaign Manager to design and implement finance plan
- Develop additional fundraising prospects in the district, statewide and nationally
- Manage candidate call time including the development of call sheets, staffing, follow up and data entry
- Set up weekly fundraising conference calls with finance team and SDCC
- Ensure good record keeping for compliance and reporting
- Work with campaign staff and SDCC to develop an email and digital fundraising plan
- Write/oversee the writing of fundraising emails and direct mail solicitations
- Manage any additional finance staff that are added to the campaign during the course of the cycle
- Develop and manage the execution of any and all fundraising events (where appropriate)
- Plan for staff at all fundraising related events and/or meetings
- Respond to information requests from Campaign Manager and/or Finance Chair
- Submit weekly status reports to Campaign Manager and SDCC
- Work with Campaign Manager to ensure that all bills and debt obligations are paid in a timely manner
- 

## **Application Process:**

To apply please send a cover letter, resume, and three references to Melanie Rose, PA SDCC Director at [info@pasenatedems.com](mailto:info@pasenatedems.com). Positions will be hired on a rolling basis. Pay is commensurate with experience. Health insurance provided.

PA SDCC is an equal opportunity employer and committed to providing employees with a work environment free from discrimination and harassment. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.