

REGIONAL FINANCE DIRECTOR

The North Carolina Democratic Senate Caucus is seeking a highly motivated candidate for the position of Regional Finance Director for Mecklenburg County. The ideal candidate will have had experience working in both traditional and cutting-edge fundraising practices. The Regional Finance Director will work directly with our Mecklenburg Delegation and report directly to the North Carolina Senate Caucus Finance Staff. They will execute all fundraising for the assigned Senators including planning and staffing call time, event planning and execution, creation of digital and email plan, updating the members' NGP, and taking charge of all administrative duties. The Regional Finance Director will work collaboratively with the Senate Caucus Fundraising Staff on individual finance plans for the members.

This position will work directly with some of our most dynamic and upcoming members in the Mecklenburg area. Candidate must be located in Mecklenburg area (Charlotte) or willing to relocate. Candidate must be a self-starter as this position will be remote in the Mecklenburg area.

Knowledge, Skills, and Abilities

- Experience using NGP VAN campaign software
- Experience Event planning and execution
- Experience staffing and planning call time
- Experience writing and designing an email campaign
- Ability to work some nights and weekends
- Ability to work collaboratively and independently
- Excellent Time Management
- Retain excellent communication with the Caucus Staff
- 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, and Outlook.
- Experience with or ability to quickly learn North Carolina State Compliance Laws

This is a full-time position requiring a commitment through November 2020, starting as soon as possible. This will be a remote position based in Charlotte, NC. Salary commensurate with experience. Benefit package included.

To apply, please send resume to Moira Marek at: moira@ncdp.org with the subject line: Regional Finance Director