

Finance Director

The Virginia Senate Democratic Caucus (VSDC) is seeking a dynamic, enthusiastic, flexible individual to serve as Finance Director. The Finance Director is in charge of meeting fundraising and development goals for the caucus. The ideal candidate will have a personal and professional passion and commitment to improving the economic, educational, political and social conditions of all Virginians, and at least three years of political fundraising experience in Democratic politics. The Finance Director will need the ability to collaborate with and mobilize the 21 VSDC members and their respective staffs based on the caucus' strategic priorities.

Job Duties and Requirements:

The VSDC takes an integrated approach to job duties and responsibilities. First and foremost, we seek someone who is in alignment with our mission of serving all Virginians. General skills we are looking for include **excellent communication, relationship building, project management, and fundraising abilities**. Additional job functions include:

- Manage and execute Caucus and member strategic finance plans which include events, member call time, low dollar online solicitations and direct mail
- Manage member call time and other activities to hit raise targets and deadlines
- Execute and manage donor research and expand Caucus and member new donor networks
- Manage follow up on all correspondence and pledges
- Work closely with compliance staff
- Supervise work of staff, interns and volunteers as well as finance consultants if applicable

Qualifications:

- 3+ cycles of campaign finance experience or equivalent
- Event planning experience
- Knowledge of NGP and Excel
- Must have strong written and communication skills
- Working knowledge of state campaign finance and ethics law
- Donor prospecting and research experience
- Prior experience with targeting contributors and follow up management
- Excellent attention to detail and highly organized
- Demonstrated multidisciplinary project skills with an ability to clearly articulate strategies and goals
- Must be organized, able to multitask and manage multiple deadlines and responsibilities
- Time management skills
- Ability to become familiar with Virginia political landscape
- Flexibility to work evenings and weekends
- Ability to travel periodically for district member events and call time
- Experience in working in flex working environments

Preferred:

- Graphic design, InDesign, Canva, WordPress and/or HTML knowledge
- Virginia donor relationships and experience
- Experience managing staff

Experience Required

No less than 3 years of fundraising experience within the Democratic space.

Computer Skills:

Advanced proficiency in Microsoft Office Suite applications including Word, Excel, Canva, PowerPoint, and NGP.

Other Requirements:

Requires evening and weekend work schedules, as well as some travel. Access to the internet, a laptop and a phone is required.

Application Process

This is a full-time leadership position based in Richmond, VA or close proximity. Salary commensurate with experience. Full healthcare benefits are provided, including dental and vision. To apply, please send a cover letter, resume, minimum salary requirement & three references demonstrating how your skills align with the requirements above, info@vasenatedems.com. (Please note e-mail applications are required). Resume reviews begin immediately.

The Virginia Senate Democratic Caucus is an Equal Opportunity Employer/Affirmative Action Employer and does not discriminate in hiring on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, disability, protected veteran status, or any other characteristic protected by federal, state or local law.