



# MICHIGAN HOUSE DEMOCRATIC FUND FINANCE DIRECTOR

Democrats in the Michigan House of Representatives currently hold 52 of 110 seats, and are just four seats away from flipping the House in 2022. Key open seats, paired with an independent redistricting commission, give Democrats a unique opportunity to flip the chamber. To that end, the Michigan House Democratic Fund (MHDF) is seeking an experienced, full-time Finance Director to run a robust fundraising operation.

## OVERVIEW

The Finance Director will be a member of senior staff and work closely with the legislative leadership team and individual members to draft and execute a 2-year fundraising plan while overseeing a small team of finance and compliance staff.

## KEY RESPONSIBILITIES

- Assist MHDF Finance Committee in refining an aggressive but realistic 2-year finance plan.
- Develop and execute a multi-faceted short-and long-term finance plan with programs aimed at multiple categories of donors (including PACs, high-and low-dollar individuals, other institutional givers, and online contributors) with programs targeted at specific constituencies of donors.
- Plan, schedule, and manage small-and large-scale fundraising events ranging from small social gatherings to large events with 100+ attendees.
- Manage member call time for the MHDF, conduct all follow-up donor correspondence and pledges, and oversee thank you program.
- Build on existing donor database by identifying, research, and recruiting new donors.
- Oversee full finance staff, including Operations Director and Finance Associates.
- Ensure, with Operations Director, proper compliance and preparation of state finance reports.
- Maintain accurate records in finance database, and monitor for areas of improvement and/or enhanced information.
- Write or oversee drafting of direct mail and online/email solicitations.
- Assist incumbent members and challenger candidates with developing and executing their own successful fundraising plans until additional staff is hired.
- Ensure MHDF leadership and other members are staffed at finance-related events.

## QUALIFICATIONS

Qualified candidates will excel working with candidates, principals, senior staff and a wide variety of stakeholders. They will demonstrate:

- Strong commitment to electing Democrats to state government;
- Minimum one cycle statewide, congressional, large municipal or legislative committee campaign finance director, deputy finance director or relevant development-related experience in the nonprofit sector;
- Experience with NGP and other finance software;
- Lives in or willing to relocate to Michigan for the duration of the current campaign cycle.
- Must have a car;
- Bachelor's degree or equivalent experience;
- Strong written and oral communication skills;



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- Work extended hours, including nights and weekends as needed.

Compensation is commensurate experience and is competitive. The Michigan House Democratic Fund is an equal opportunity employer, with a commitment to hiring a diverse staff that reflects our Party and our caucus.

**How to Apply** Applications will be accepted on a rolling basis and we intend to fill the position as soon as possible. Please send a cover letter and resume to Caucus Director Maryli Secrest at [msecrest@mihousedems.com](mailto:msecrest@mihousedems.com). Please put "Finance Director" in the subject line.