



Wisconsin Assembly Democratic Campaign Committee (ADCC) Seeks Deputy Finance Director

Background

The Wisconsin Assembly Democrats was one of the most successful legislative caucuses in 2020, netting two seats, while battling one of the worst gerrymanders in the country. In 2022 Wisconsin will once again be the political epicenter with competitive statewide elections and new legislative maps.

Position Overview

The ADCC seeks to hire a Deputy Finance Director to work with legislative leadership, individual members, and caucus staff. The Deputy Finance Director will help to develop processes to increase fundraising outcomes and build toward a future Democratic majority in the Wisconsin Assembly. This position will run through December 2022, with the possibility to continue longer term.

Primary Responsibilities

- Help develop and execute a multi-faceted finance plan with programs aimed at multiple donor categories (including PACs, high and low dollar individuals, online, and institutional givers, using a range of tactics)
- Develop best practices and continually evaluate efficacy of fundraising tactics
- Plan, schedule, and manage small- and large-scale fundraising events
- Manage call time for the ADCC leadership, prepping calls and conducting follow-up donor correspondence, as well as the thank you program
- Assist incumbent members and challenger candidates with their fundraising efforts
- Help execute direct mail and online/email solicitations
- Maintain and expand donor database to making it a more useful tool for donor research
- Develop and execute trainings for caucus staff, members, candidates, and campaign staff
- Oversee regular compliance and prepare state finance reports for the ADCC as well as assist incumbents with any campaign finance questions
- At times, pitch in on tasks related to other campaign departments

Preferred Qualifications

- Strong passion for electing Democrats to the state legislature and beating Republicans
- Emotional intelligence, growth mindset, and strong integrity
- Exemplary time management, planning, organizational, and communications skills
- Detail-oriented and able to prioritize and manage multiple projects
- Underdog mentality
- Experience working with candidates, members, and staff of varying experiences
- Ability to effectively work with individual members, leadership, and in-state and national partners
- Experience with or ability to learn state campaign finance laws
- Prior legislative fundraising experience preferred, or a minimum one cycle as a finance staffer on a campaign, or experience in a similar development/non-profit role
- Experience in cultivating major gifts (\$5,000+) from individual donors and organizations
- Must have a car
- Bachelor's degree or other equivalent experience
- Experience with NGP or other finance software
- Willingness to work extended hours, including nights and weekends when needed

If you don't have a traditional campaign fundraising background or meet all of the qualifications, but feel your experience and is relevant to effectively perform this job, we encourage you to still apply.

This job provides room to grow and to increase your skills and networks.

This is a full-time position and is based in Madison, Wisconsin, which is a great place to live. At times this job will require travel to different parts of the state.

Salary is commensurate with experience and qualifications. Quality health insurance is available and offered.

Please include a resume, writing sample, and two references with your application to info@assemblydemocrats.com.

The Wisconsin Assembly Democratic Campaign Committee is an equal opportunity employer, with a commitment to hiring a diverse staff that reflects our caucus.