



## **Georgia Senate Democratic Caucus Finance Director**

The Georgia Senate Democratic Caucus is comprised of the elected Democratic members of Georgia State Senate. The caucus employs partisan staff that assist members and may also have non-partisan staff who are paid by the State of Georgia.

The Finance Director develops and implements all fundraising and financial initiatives of the Caucus, including draft budget development and management, ensuring all invoices are promptly issued and paid, developing and implementing all Caucus fundraising, and provides fundraising support to individual Caucus members.

In addition to supporting the work of the Senate Caucus during legislative sessions, the Finance Director works with candidates, campaigns, donors and progressive partners to build upon the successes by protecting incumbents and picking up additional seats during election cycles.

The Finance Director reports to the Caucus Executive Director and also works directly with the Senate Leadership Team.

### **Job Description**

The Finance Director is a full-time salaried position with benefits and is based in Atlanta, GA.

The Finance Director will be responsible for managing all aspects of the GA Senate Democratic Caucus's (Caucus) finance and fundraising program.

The Finance Director reports to the Executive Director and also works directly with the Caucus Vice Chair for Campaigns and Fundraising, individual members, Senate Leadership, candidates, the State Party, and allied organizations.

With the support and input from the VP of Fundraising and Campaigns, the Finance Director is responsible for working with the Executive Director to create and execute a finance and fundraising plan that will fully fund the efforts of legislative and campaign cycles.

### **Responsibilities Include**

- Develop and execute a multi-faceted finance plan with programs aimed at multiple categories of donors, including PACs, high-and low-dollar individuals, lobbyists, institutional givers, and online contributors, with pro-

grams targeted at specific constituencies of donors. Work with Caucus Director to develop a growth budget for each segment.

- Develop, grow, and manage a donor database with giving histories
- Improve and maintain accurate records in finance database. This includes recruiting, training, and supervising interns to assist with data entry, donor research, and other finance-related tasks.
- Plan, schedule, and manage small-and large-scale fundraising events ranging from small social gatherings to large events with 100+ attendees
- Develop, grow, and manage digital fundraising efforts to include digital and promotional ads/asks
- Develop, grow, and manage direct mail campaigns. Write or oversee drafting of direct mail and online/email solicitations.
- Manage member call time for the Caucus, conduct all follow-up donor correspondence and pledges, and oversee a thank you program
- Assist members in building strong relationships with major donors for the Caucus
- Track progress of programs and produce regular reports for Executive Director and the Senate Leadership team
- Work with the Caucus and adjacent organization compliance staff to ensure accuracy on state finance reports. Ensure all campaign finance reports, tax returns, and other required reports are filed accurately and on time.
- Assist incumbent Caucus members and challenger candidates with developing and executing their own successful fundraising plans
- Staff Caucus leadership and other members at finance-related events
- Extended hours, including nights and weekends, are required throughout the cycle.

**Qualifications:**

- Demonstrated commitment to electing Democrats to elected office
- At least 2 cycles of political fundraising experience
- Exemplary time management, planning, and organizational skills
- Detail-oriented and able to prioritize and manage multiple projects and interns
- Experience with NGP, Act Blue and related Democratic fundraising software
- Must have transportation (position will at times require travel around the state).
- Experience in and knowledge of key people/organizations in Georgia preferred.

Salary is commensurate with experience. Health insurance and other benefits available. Send resume to: [info@gasenatedems.com](mailto:info@gasenatedems.com) by July 1, 2021.

