

Finance Director

NJ Democratic Assembly Campaign Committee/Senate Democratic Majority

Overview: Finance Director for New Jersey State Legislative Race on the ground in south New Jersey.

Responsibilities: South New Jersey state legislative candidates seek campaign finance director. This position will lead a slate of three candidates' fundraising and development goals that include, but are not limited to:

- Directs Candidate call time: sit with candidates during call time, log all activity, assure call sheets are ready for call time, do all follow up to daily call time calls
- Works with the campaign manager to execute the finance plan
- Develops call sheets and keeps call sheets ready for scheduled call time
- Recruits, trains, and manages volunteer solicitors, if appropriate
- Works with manager on fundraising events, do turn out calls, recruit volunteers to help at events
- Prepares reports on fundraising progress for the campaign manager and candidates
- Collects and maintains up-to-date and accurate database records for the campaign, including reports for all personal contacts between donors and campaign staff

Qualifications:

- Must have strong written and communication skills
- Excellent attention to detail and highly organized
- Time management skills are a must
- Flexibility to work evenings and weekends

Compensation: Commensurate with experience.

Application Submission: Applications can be submitted to caucus@njdacc.com.