



**Briana Sewell for Delegate, Virginia's 51st District**  
**Job Description: Finance Director**

**POSITION OVERVIEW:**

Briana Sewell for Delegate is hiring a Finance Director to round out their team. This is a senior staff position reporting directly to the Campaign Manager. The salary range for this position is \$3.5k – \$4.5k a month, depending on experience. Additional benefits may be available. This position is full-time and can begin remotely but will be required to relocate to the area.

**QUALIFICATIONS:**

Qualified applicants will be hard-working, have excellent attention to detail, fundraising experience, identify as a self-starter, and are enthusiastic about electing Democrats and maintaining our majority in the House of Delegates.

**RESPONSIBILITIES:**

- Create and implement a finance plan that outlines total fundraising goals, income by tool and sets weekly, monthly, and quarterly projections
- Conduct thorough research on prospective donors and staff candidate call time
- Track donor relationships and contacts on NGP 8
- Maintain and update the finance plan within Warchest
- Draft and edit all fundraising solicitations, and track their metrics
- Plan and execute fundraising events
- Submit timely and accurate financial reports to the Virginia Department of Elections
- Manage cash flow, including bank deposits, payments, reimbursements, etc.

**HOW TO APPLY:**

Qualified and interested individuals should send their resume and three references to [info@sewellfordelegate.com](mailto:info@sewellfordelegate.com) with the subject line 'Finance Director'. A cover letter is optional but not required.

**ABOUT BRIANA:**

Briana Sewell is a Democratic candidate for Delegate in Virginia's 51st District, an open seat, which is located in Prince William County. Coming from a military family, Briana's parents instilled in her the importance of service, which has been a guiding force in her career. Whether it was serving as her congressman's Prince William District Director, organizing for more equitable economic policies with a startup nonprofit, or in her current role as Chief of Staff to the Chair-at-Large of Prince William County, she is always finding ways to make a difference. Now she hopes to serve her community in a new capacity as Delegate.

 SewellForDelegate.com    @BrianaSewellVA  info@sewellfordelegate.com

*Paid for and authorized by Friends of Briana Sewell.*