



VIRGINIA
HOUSE DEMS

Finance Director

Position Overview:

The Virginia House Democratic Caucus is hiring finance directors for House of Delegate races across the commonwealth. The salary range is dependent on experience.

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 mattc@vahousedems.org with the subject line 'Finance Director'.