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’.