Democrats for the Illinois House
Job Description
Finance Director

Democrats for the Illinois House Finance Director oversees the fundraising operations of the Illinois House Democratic caucus political committee. Reporting to the Executive Director, the Finance Director, in coordination with the Fundraising Manager, develops and executes the finance and fundraising plans for the caucus committee, chair and caucus members and ensures that the plans are executed with the highest integrity.

The Finance Director will oversee the following processes or manage staff to do so:

General Duties:
- Communicate with the Executive Director and Finance Director regarding all finance/compliance issues.
- Oversee fundraising operations and verify receipts are tracking with the projected budget.

Fundraising Plan
- Create a multi-faceted short and long-term fundraising plan for the committee and its chair that encourages development of new revenue streams while maintaining current streams.
- Provide a weekly update to the Executive Director and Chair on contributions received and work with Operations and Compliance Director to ensure that receipts match budget expenditures.
- Act a resource for Democratic caucus candidate fundraising strategy and reporting.
- Develop protocols for vetting potential hosts, invitation lists and contributors.

Donor Research and Outreach
- Manage database, conduct research on current and potential contributors, and prospect for new donors.
- Work with Political Director and Legal Counsel, to develop a protocol for vetting contributions.
- Research and vet potential hosts and donors.
- Raise funds through consistent personal call time and ensure, prepare and staff Chair and Executive Director during call time.
- Conduct accurate and timely donor follow up and acknowledgement.
- Oversee follow-up calls to potential donors.
- Engage staff and caucus members by creating an organizational culture of fundraising.
• Support the Caucus fundraising manager and Communications team to raise online contributions through innovative direct email solicitations, popular social media posts, online ads and high-quality contribution web pages.

• Schedule meetings, arrange briefings and nurture relationships with Democratic stakeholders, individual contributors, labor organizations, business groups, issue advocacy groups, party leaders, elected officials and candidate campaigns.

Events
• Plan, coordinate and execute several large-scale fundraising events and mid-level regional events throughout the year.
• Direct teams of staff, interns, and volunteers in the planning and execution of events and other fundraising tactics.

Compliance:
• Coordinate with Operations and Compliance Director to monitor compliance and appropriately solicit, track, and report campaign contributions and expenditures.
• Work with the Operations and Compliance Director and finance team to input contributions and file the required reports with the Illinois State Board of Elections.
• Maintain records of monetary and in-kind contributions to candidates and party committees.
• Assure state campaign finance laws are adhered to.
• Attend compliance trainings and communicate with state campaign finance authorities as needed.
• Utilize resources to attain missing data needed to file reports.

Scheduling and Advance:
• Coordinate with the Operations and Compliance Director to research and vet scheduling requests.
• Research and write briefings for chair’s political events, including travel times and attendees.
• Attend events with the chair to provide support and logistics.

Intern Program:
• Oversee finance interns to assist in the functions of the committee.

Other duties as needed to ensure the functions of the committee are executed.
Qualifications
- Bachelor’s degree with at least 5 years of experience, or an equivalent combination of education and experience
- Five years of previous fundraising, finance or combined campaign management, preferred
- Experience with building finance plans, donor identification, cultivation and solicitation preferred
- Experience in setting and achieving measurable targets, managing teams, and coordinating between multiple stakeholders
- Willingness to work nights and weekends as needed, particularly during campaign season
- Availability to work effectively with elected and party leaders and members of the general public
- Strong time management and organizational skills, ability to meet deadlines, and work independently
- Excellent verbal and written communication skills
- Enthusiasm for Democratic politics
- Valid driver’s license and reliable transportation

Location
Westchester, Illinois (Suburban Chicago)

Send cover letter and resume to careers@HDemsIL.com by August 16, 2021.

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