



## 2021 MDLCC Finance Director Position Description

The Montana Democratic Legislative Campaign Committee (MDLCC), the wing of the Montana Democratic Party that works to elect Democrats to the Montana State Legislature, would like to announce an opening for the position of MDLCC Finance Director. This challenging, full-time position will work closely with the MDLCC Senior Manager, core staff, State Party, Caucus, legislative candidates, and our allies to deliver candidate services and raise money for the program. Please submit a résumé, cover letter, and three references to, at [resumes2021@montanademocrats.org](mailto:resumes2021@montanademocrats.org).

**POSITION TITLE:** MDLCC Finance Director

**REPORTING TO:** MDLCC Director

**LOCATION:** Helena

**DATES:** The ideal start date is by mid to late September and will continue through the 2022 Election Cycle. Hiring will be done on a rolling basis with priority toward applications received by 5 PM MST Monday, August 27th.

### The MDLCC Finance Director duties include:

- Keeping all 2022 candidate materials up to date, including candidate contact information
- Organizing and executing the MDLCC Walk Card, remittance envelope, and mail programs
- Working with the MDLCC Senior Manager to plan and execute the MDLCC Finance Plan:
  - Coordinating and executing MDLCC's small-donor program – including written appeals, local events, and sponsorship asks
  - Working with the MDLCC and MDP staff to draft mail and digital appeals, as well a documents for major donors
  - Coordinating the MDLCC Caucus Event in September and the Celebration of Democratic Women in February, and other MDLCC events
  - Assisting the MDLCC director in the major donor prospecting program, donation tracking, and written thank-you cards
- Recruiting and supervising MDLCC Fellows and Interns to help with workload
- Keeping all MDLCC files (including how-to memos) updated and on the server

- Assisting with candidate recruitment for the 2022 election
- Supporting individual candidates in their fundraising efforts throughout the cycle – including getting their campaign started, goal setting, writing letters, and call time
- Assisting the MDLCC Senior Manager and Field/Deputy Director with various other tasks as needed

**Qualifications for applicants seeking to be Finance Director:**

- Passion for legislative elections;
- Ability to work independently, with a direct supervisor who is often traveling;
- Highly organized with a keen attention to detail, creativity, and initiative;
- Willingness to work long and irregular hours needed to meet campaign demands;
- Ability to work on multiple tasks simultaneously, take direction, and work well and creatively under tight deadlines, in a team environment;
- Strong written and verbal communication skills;
- Reliable transportation;
- Knowledge of and experience with the Montana political landscape;
- Bachelor's degree or equivalent experience;
- A background in fundraising (preferably at least one cycle of experience) and legislative campaign management is highly preferred;
- Knowledge of NGP VAN and NGP software preferred;
- **Absolute commitment to MDLCC through the 2022 election.**

**Salary & Benefit Package:**

- Competitive starting salary
- Employer paid health insurance
- Reimbursement for travel expenses
- Cell phone reimbursement