



Position: Finance Director- Las Vegas, NV

The Nevada Assembly Democratic Caucus (ADC) is the official campaign committee dedicated to supporting and electing Democrats to the Nevada State Assembly. The ADC is seeking a Finance Director to lead the day-to-day finance operations of the targeted assembly races for the 2022 election cycle. The ideal candidate will have a long term commitment and passion for winning state assembly races in Nevada.

Finance Director

The Finance Director's role is to manage and execute the ADC strategic fundraising plan to fund the caucus and targeted races finance goals. The Finance Director also provides guidance and support to legislative campaigns as they build both their fundraising plan and campaign budget. The Finance Director works closely with the Deputy Executive Director to manage the budget and oversee cash flow for the organization.

Responsibilities

- Manage and execute strategic statewide finance plan which includes soliciting \$5,000+ contributions as well as low dollar contributions
- Create call sheets and manage candidate call time
- Execute and manage donor research and tap into new donor networks
- Assist with campaign compliance questions for the caucus and all races for the 2022 campaign cycle
- Work directly with various donor groups to plan and execute large scale events and fundraisers for the caucus along with targeted campaigns
- Manage donor thank you program and manage follow ups with pledges for specific campaigns
- Monitor finance goals and update caucus leadership on progress-to-goal
- Hire, train and manage finance staff

Qualifications

- At least one cycle as a finance assistant, call time manager; however, one cycle as a finance director is preferred
- Previous fundraising experience at the state legislative level preferred
- Familiarity with Nevada campaign finance laws preferred
- Strong interpersonal skills that create positive relationships with members, staff, partners, consultants and candidates
- Strong technology and analytics skills, including extensive experience with VAN and NGP databases
- Good communication skills
- Work well within a team
- Self-motivated and able to work independently
- Access to a vehicle, laptop and cell phone

Details

- Salary is commensurate with experience and benefits include health care and flexible paid time off

- This position reports to the Executive Director and is based in Las Vegas
- Occasional travel within the state and national travel will be required Position

Please send resumes to Chelsey@nvassemblydems.com. Applications will be accepted on a rolling basis until the position is filled. The ideal start date is mid- to late-September.

About the Nevada Assembly Democratic Caucus

The Nevada Assembly Democratic Caucus (ADC) is focused on electing Democrats to the Nevada Assembly and is proud to be one of the most diverse caucuses in the country.

The ADC is committed to inclusion and diversity. We seek to hire staff that reflects the diverse communities and perspectives that comprise Nevada. Qualified candidates of all backgrounds, and specifically individuals of color, women, Indigenous people, and members of the LGBTQIA community, are highly encouraged to apply.

The ADC prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.