



# GA HDCC

GA House Democratic Campaign Committee  
Georgia Blue PAC

## Overview

The Georgia House Democratic Campaign Committee (GA HDCC) is seeking an experienced and dedicated individual for the position of Finance Director for the 2022 campaign cycle. This is a senior-level position, reporting to the Executive Director and working in conjunction with the House Democratic Leader and the leadership team.

The ideal candidate will have extensive experience as a finance staffer with statewide or national campaigns, political groups, or non-profits. Experience fundraising in Georgia and/or on behalf of a targeted legislative or federal caucus committee is preferred.

**GA HDCC values statement:** The GA HDCC offers competitive compensation and is dedicated to treating one another with respect in the workplace. The organization prioritizes a workplace that is racially just, equitable, and inclusive and holds our vendors to the same standard. Individuals from diverse backgrounds and experiences are highly encouraged to apply.

**About the Finance Director role:** The Finance Director will play a key leadership role in building a sustainable fundraising operation that will position GA HDCC to compete in 2022 and beyond. They will be charged with developing and executing the 2022 Caucus finance plan, hiring and optimizing the performance of department staff. They should be forward-thinking, strategic-driven, and skilled in managing multiple priorities simultaneously while maintaining keen attention to detail.

## Responsibilities:

- Develop and lead the execution of a fundraising plan; including soliciting \$5,000+ contributions and implementing a fundraising and cashflow calendar that encompasses all revenue streams;
- Hire and manage a team of finance staff and consultants;
- Work with current compliance structure to oversee campaign fundraising compliance programs and systems;
- Develop and manage strategies geared towards developing HDCC's donor network as it relates to research, acquisition, onboarding, cultivation/engagement, and retention from existing donors as well those acquired via all methods, especially digital;
- Build and maintain systems for call-time, donor follow-up, and re-solicitation by the House Democratic Leader and the broader leadership team;
- Mentor candidates and staff for targeted districts in effective fundraising strategies; including rolodexing, call-time, and event management; and,
- Update the Executive Director, Leadership Team, Compliance Consultants, and relevant stakeholders on revenue streams, cash flow, and projections;



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## Qualifications

- 2+ cycles of experience working for campaigns with a significant budget;
- Effective people manager who is able to engage and motivate candidates and staff;
- Experienced manager with the willingness and ability to empower and support staff to be leaders in their own right;
- Strategic thinker with a collaborative approach to problem-solving;
- Organized and self-motivated, with strong attention to detail;
- Able to perform in a deadline-driven environment; and,
- Ability to be flexible in dynamic situations and help build a lasting campaign committee infrastructure.

This position requires a strong background in political campaign operations, communications, field operations, and fundraising. At least one cycle of campaign management experience is required; multiple cycles of campaign management experience are preferred. Experience in a legislative caucus or campaign committee is a plus.

## Physical Requirements

The Georgia House Democratic Campaign Committee is committed to an inclusive organization supporting employees of varying abilities and to providing reasonable accommodations to enable individuals with disabilities to thrive at the Georgia House Democratic Campaign Committee. The requirements of this role, related to its physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Working from a computer for long periods of time;
- Flexibility to work extensive hours outside of normal operating hours;
- State-wide travel is expected. Reimbursement of mileage will be at the rate of \$0.56 per mile, monthly.

## Salary and Benefits

The salary for the Finance Director position is \$60,000-\$78,000 on an annualized basis and is negotiable, commensurate with the qualifications and experience of the selected candidate.

The Georgia House Democratic Campaign Committee offers the following benefits:

Healthcare option

## Application Instructions

To apply, please email your resume, a cover letter, and three references to [ghdcblue@gmail.com](mailto:ghdcblue@gmail.com). Please put "Finance Director - [Your Name]" in the subject line.