



Finance Director

Future PAC, the campaign committee of the Oregon House Democrats, is seeking an enthusiastic, organized, hardworking finance director to lead House Democrats and Democratic candidates to victory in the 2022 election cycle.

Overall Responsibility:

Design and execute a winning fundraising plan for Future PAC. Assist the Executive Director in creating and managing a budget & tracking, projecting and monitoring cashflow and available spending.

Key Areas of Responsibility:

- Train, consult and coordinate with staff, candidates and House Democrats on individual fundraising plans.
- Staff and organize call-time for members of House Leadership.
- Manage and expand individual donor programs, for small and large dollar donations.
- Track and project cash flow, and produce regular reports for Executive Director and House Leadership.
- Manage, train, and motivate other members of the finance team.
- Coordinate and write initial copy for all direct mail and email fundraising appeals.
- Organize high level fundraising events on a limited budget.
- Utilize metrics to continually improve the effectiveness of the fundraising plan
- Other duties as assigned.

Qualifications:

- Fundraising and/or development experience required. Past political campaign fundraising experience preferred.
- Strong organizational skills. Ability to multitask and manage multiple high-priority projects at once.
- Demonstrated high level of proficiency in all aspects of MS Office, including Excel database management.
- Aptitude for projecting revenue and managing budgets; knowledge of NGP-VAN, & ORESTAR.
- Strong writing and communication skills required.
- Ability to interact with a wide variety of individuals and groups in a courteous and professional manner.
- Ability to maintain a flexible schedule, including frequent evening and weekend work, & ability to travel statewide.
- Understanding of the concepts of institutional and structural racism, their impact on underserved and underrepresented communities, and a commitment to racial justice;
- Knowledge of Oregon donors, advocacy groups and Oregon elected officials preferred, but not required.

Finance Director will be based out of Portland, Oregon, but may be expected to travel to other areas of Oregon when necessary. This temporary position will end in December 2022.

Salary/Benefits: Monthly salary ranges between \$5000 and \$6000 per month; exact salary depends on experience. Health benefits provided.

Hire Date: December 1st. To apply for this position, please send resume and cover letter to Dana Freedenfeld at dana@futurepac.org

We know there are great candidates who won't fit everything we've described above, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself. We are dedicated to constantly improving our organization, in part by making sure our staff reflects the communities most impacted by our work. We are committed to building an inclusive environment for people of all backgrounds and ages. Women, people of color, LGBTQ+ individuals and individuals with disabilities are strongly encouraged to apply.

Future PAC is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious affiliation, disability or any other classification considered discriminatory under applicable law.