



Iowa Senate Majority Fund

Job Description: Deputy Finance Director

Position Overview

Iowa Senate Democrats are hiring a Deputy Finance Director to work for our campaign committee, the Iowa Senate Majority Fund (SMF).

This position reports directly to the SMF Finance Director. The Deputy Finance Director will work directly with the Finance Director, Executive Director, Senate Democratic Leader Zach Wahls, members of the Senate Democratic caucus, and Democratic candidates for State Senate to execute our finance plan. This position will require campaign hours and statewide travel. The salary range for this position is \$45,000 – \$55,000 with core benefits including healthcare with dental, paid vacation, and paid sick leave. Additional incentives and benefits, including supporter housing, may be available upon request. This position is based in Des Moines, Iowa.

Qualifications

We seek applicants who are talented, ambitious, and hungry to prove themselves. This position is ideal for previous finance assistants, call time managers, and finance interns who are looking to take the next step in their career, as well as for finance staff looking to expand their fundraising skill set and work with multiple elected officials and candidates rather than an individual campaign. The SMF Deputy Finance Director must have at least two years or one full cycle of political campaign experience, preferably in political fundraising. State legislative fundraising or state legislative caucus finance experience is strongly preferred. Qualified applicants will also be familiar with managing a donor database, such as NGP VAN.

The Deputy Finance Director must possess:

- A desire to learn, willingness to make mistakes, and the ability to accept feedback and adapt
- Ability to multitask and manage multiple fundraising projects at any given time
- Strong organizational skills and attention to detail
- A self-starter mindset; willingness to take initiative, and tackle difficult challenges head on
- Persistence and strong problem-solving skills
- Strong verbal and interpersonal communication skills
- The ability to stay calm in high-pressure and fast-paced situations

Job Responsibilities

The SMF Deputy Finance Director will be primarily responsible for member fundraising, as well as assisting the Finance Director with SMF and Leader fundraising. The Deputy Finance Director will also assist top tier Democratic challengers with their campaign fundraising.

Responsibilities will include:

1. Work directly with members of the Senate Democratic caucus to create and execute individual finance plans, set fundraising goals, and monitor progress toward fundraising goals
2. Plan, build, and staff member fundraising events
3. Staff incumbent Senators and top tier candidates during call time
4. Maintain Action Network and other fundraising databases for members and candidates; tracking contributions and disbursements, updating donor information, uploading giving history, etc.
5. Write solicitation emails, thank you notes, and other communications for fundraising purposes
6. Manage interns, volunteers or other staff members as needed
7. Other tasks and projects as assigned by the Finance Director and/or Executive Director

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How to Apply

Please email (1) a resume, (2) a list of three or more references, and (3) a fundraising writing sample to the Iowa Senate Majority Fund at Senate@IowaDemocrats.org. Cover letter optional. For questions about this position, please contact the above email address. Consideration of applications will begin on Monday, November 15 at 9:00 am and will be ongoing until the position is filled.

Targeted start date is Monday, December 20, 2021. The start date can be flexible depending on the needs of the applicant. We will also consider a temporary remote start, however the position will require the applicant to eventually relocate to Des Moines, Iowa.

Please contact Andy Suchorski at senate@iowademocrats.org for any accommodations you need for the application and interview process.

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