

# Finance Director - Texas House Democratic Campaign Committee

The Texas HDCC leads the effort to win control of the Texas House by flipping seats from red to blue, while protecting incumbent Members. The HDCC provides direct investments, candidate support services, and in-kind, paid communications.

**About the Finance Director:** This is a full-time salaried position with benefits located in Austin, Texas. The Finance Director will be responsible for managing all aspects of Texas HDCC's fundraising program. The Finance Director reports to the Executive Director and works directly with staff, individual Representatives, House Leadership, elected officials, allied organizations and more. The Finance Director is responsible for working with the Executive Director to create and execute a plan that will fully fund Texas HDCC's efforts in 2022. The Finance Director will also work with Democratic House members and candidates to develop and increase their fundraising capacity.

**Organization's values statement:** The Texas HDCC compensates employees competitively. We're dedicated to treating one another with respect in the workplace, and prioritize racial equity and inclusion in our work with one another as well as with our stakeholders.

## Responsibilities

- Develop and execute the Texas HDCC's fundraising plan in consultation with the Executive Director
- Track progress of program, and produce regular reports for Executive Director and Leadership
- Utilize metrics to continually improve the effectiveness of the fundraising plan
- Identify new donor prospects and cultivate current supporters in collaboration with legislative leaders with the aim of increasing the number and size of individual gifts
- Plan and oversee fundraising events.
- Coordinate and track fundraising call time for Leadership, when necessary
- Prepare thank you letters, event invitations, and other mail solicitations
- Write successful e-mail appeals for members and the caucus
- Work with all Texas HDCC staff on organizational projects and events as needed

## Qualifications

- 2-3 years of fundraising experience, preferably political fundraising
- Must have the ability to manage staff and multiple projects simultaneously
- Experience with campaign technology tools, including NGP VAN and Warchest
- Familiarity with latest fundraising best practices, including tactics for measuring and maximizing response rates
- Strong organizational and time management skills with the ability to meet goals and deadlines while collaborating in a team setting or working independently
- Ability to help build a complex and detailed finance plan to fund a multi-million dollar cycle program.
- Strong verbal and interpersonal communication skills

## Requirements

- Working from a computer for long periods of time
- Flexibility to work hours outside of normal operating hours
- Some travel is expected.

## Salary

Salary range is \$5,000 to \$7,000 a month, depending on experience.

## Application Instructions

To apply, submit a resume to [info@texashdccc.com](mailto:info@texashdccc.com) with the subject line **Finance Director Application - Texas HDCC**. This position is open until filled. Qualified applicants should be prepared to interview as soon as possible. For questions please email the address above.