



Finance Director

The Senate Democratic Leadership Fund (SDLF), the campaign arm of the Oregon Senate Democrats, is hiring a Finance Director. The Finance Director will design and implement SDLF's finance plan for the 2022 campaign cycle, will oversee all fundraising activities for SDLF, including targeted incumbent and challenger races across the state, will train candidates and staff on fundraising best practices, and will be the primary point of contact on all things related to fundraising during the 2022 election cycle. The Finance Director reports directly to the Executive Director.

The following job responsibilities are designed to provide an overview of the major duties and responsibilities of this position, but are not exhaustive.

Job Responsibilities:

- Developing and executing the fundraising plan for maintaining the Senate Democratic Majority, in concert with the Executive Director and the Senate Leadership team;
- Directing donor meetings and trainings for SDLF and Senate Caucus members;
- Researching potential donors and managing call time;
- Planning and successfully executing fundraising events;
- Developing a plan to cultivate and grow grassroots giving to SDLF and Senate candidates;
- Creating and maintaining systems for prospecting, donor tracking, and reporting to donors;
- Working with candidates and staff to set fundraising goals, train in fundraising skills, and track/report on success and build strong finance operations that support their campaign budget.

Qualifications:

- One to two cycles of experience in political fundraising and campaigns, with a strong track record of success. Knowledge of NGP-VAN, ORESTAR, and campaign finance in Oregon is a plus;
- Excellent verbal and written communication skills;
- Strong understanding of Excel/Google Sheets and be capable of effectively organizing fundraising data;

- Detail-oriented with excellent time management, planning, organization skills;
- Ability to prioritize and manage multiple projects, and a willingness to hold self and others accountable to goals;
- Aptitude for projecting revenue and managing budgets;
- Team player with a positive attitude that is able to motivate others;
- Ability to maintain a flexible schedule, including frequent evening and weekend work, and 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;
- Commitment to winning and retaining a Democratic majority in the Oregon Senate;

Compensation and benefits: \$5,000 - \$6,000/mo, commensurate with qualifications and experience, in addition to paid time off and health insurance. This is a temporary position that will last through the November 2022 general election.

How to Apply: Send resume, cover letter, and three references to Oliver Muggli, Executive Director, at oliver@oregonsenatedemocrats.com. Please include “Finance Director Application” in the subject line.

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 team, in part by making sure our staff reflects the communities most impacted by our work.

We are an equal opportunity employer that is committed to fostering to a workplace that is safe, inclusive, and equitable, and free from harassment and discrimination. Women, people of color, LGBTQ+ individuals, and individuals with disabilities are strongly encouraged to apply.