



JOB ANNOUNCEMENT

Title: Deputy Finance Director

Organization: Iowa House Democrats

Location: Des Moines, Iowa

Salary: \$3,750/month

The Iowa House Democrats are a full-time political organization dedicated to winning a Democratic majority in the Iowa House of Representatives.

The Iowa House Democrats are looking for a full-time Deputy Finance Director to work closely with our staff, candidates, and members. This person will be tasked with supporting the finance and fundraising strategy of the caucus and our candidates. The Deputy Finance Director will work closely with the Deputy Caucus Director to implement the finance plan and elect more Democrats to the Iowa House. An ideal candidate will need to be detail-oriented, have some experience in political campaigns or similar organizations (volunteer and internship experience included), and have the ability to work independently with candidates and members of the caucus. This is an excellent opportunity for a recent graduate and/or someone wanting to get started in Democratic politics.

Primary Responsibilities:

- Support the Finance Director in the implementation of the Finance Plan
- Support the caucus digital fundraising strategy
- Draft email and social fundraising content
- Conduct research on prospective donors
- Prepare and send fundraising materials, including invitations for events, thank you letters, and donor appeals
- Create fundraising reports and other database reports as needed
- Conduct call time with members and candidates as needed
- Work with event hosts and host committees to build and grow fundraising events
- Other duties as needed

Requirements:

- Previous campaign fundraising experience preferred but not required
- Ability to work campaign hours including weekends and evenings as needed
- Proficiency in Microsoft Office and Google Suite programs
- Excellent writing skills and attention to detail
- Strong interpersonal skills and ability to work in diverse environments

- Ability to manage several tasks/projects at the same time
- Access to a car, laptop, and cellphone required

Please email a resume, and two to three references to HTF Deputy Caucus Director Sam Lundry at slundry@iowademocrats.org with “Deputy Finance Director Application” in the subject line to apply. A cover letter is optional.

The Iowa Democratic Party provides a competitive salary and benefits package including health care and paid leave. This is a cycle position through November 15, 2022.

The Iowa Democratic Party is an equal opportunity employer and employs without regard to race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), parental status, family medical status or genetic information, military service, age, national origin, ancestry, marital status, height, weight, creed, economic status or disability.

Please contact Sam Lundry at slundry@iowademocrats.org for any accommodations you need for the application and interview process. The Iowa Democratic Party is looking to fill this position immediately.