

# *Now Hiring:* Caucus Finance Director



**Overview:** The Wisconsin Assembly Democratic Campaign Committee (WI ADCC) is seeking an experienced and dedicated individual for the position of Finance Director. This is a senior-level position, reporting to the Executive Director and working in conjunction with the Assembly Democratic Leader and the leadership team. The ideal candidate will have experience as a finance staffer with statewide or national campaigns, political groups, or non-profits. Fundraising experience in Wisconsin and/or on behalf of a targeted legislative or caucus committee is preferred.

**ADCC Values:** The WI ADCC offers competitive compensation and is dedicated to building a collaborative and supportive workplace. The organization prioritizes a workplace that is racially just, equitable, and inclusive and holds our vendors to the same standard. Individuals from diverse backgrounds and experiences are highly encouraged to apply.

**Finance Director Role:** The Finance Director will play a key leadership role in building a sustainable fundraising operation that will position the ADCC to compete in 2022 and beyond. They will be charged with developing and executing the 2022 Caucus finance plan, building a robust fundraising operation around a new leadership team, and hiring and optimizing the performance of department staff. They should be forward-thinking, strategic, and skilled in managing multiple priorities simultaneously while maintaining keen attention to detail.

## **Responsibilities:**

- Develop and lead the execution of a fundraising plan; including soliciting \$5,000+ contributions and implementing a fundraising and cash flow plan that encompasses all revenue streams;
- Hire and manage a diverse team of finance staff and consultants;
- Work with current compliance structure to oversee campaign fundraising compliance programs and systems;
- Develop and manage strategies geared towards developing ADCC's donor network as it relates to research, acquisition, onboarding, cultivation/engagement, and retention from existing donors as well those acquired via all methods, especially digital;
- Establish metrics to continually improve the effectiveness of the fundraising plan;
- Build and maintain systems for call-time, donor follow-up, and re-solicitation by the Assembly Democratic Leader and the broader leadership team;
- Build and maintain a digital fundraising program for the caucus;
- Mentor candidates and staff for targeted districts in effective fundraising strategies; including rolodexing, call-time, new donor engagement, and event management;
- Assist incumbent members and challenger candidates with developing and executing their own successful fundraising plans.
- Update the Executive Director, Leadership Team, Compliance Consultants, and relevant stakeholders on revenue streams, cash flow, and projections;

## **Qualifications:**

- 2+ cycles of experience working for campaigns with a significant budget; experience working directly with elected officials and managing principals is preferred
- Experienced manager with the willingness and ability to empower and support staff to be leaders in their own right;
- Strategic thinker with a collaborative approach to problem-solving;
- Organized and self-motivated, with strong attention to detail;
- Able to perform in a deadline-driven environment; and,
- Ability to be flexible in dynamic situations and help build a lasting campaign committee infrastructure.

This position requires a strong background in political campaign operations, communications, field operations, and fundraising. At least one cycle of campaign management/senior staffer experience is required; multiple cycles of campaign management experience are preferred. Experience in a legislative caucus or campaign committee is a plus.

## **Physical Requirements:**

The Wisconsin Assembly Democratic Campaign Committee is committed to an inclusive organization supporting employees of varying abilities and to providing reasonable accommodations to enable individuals with disabilities to thrive at the ADCC. The requirements of this role, related to its physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Working from a computer for long periods of time;
- Flexibility to work extensive hours outside of normal operating hours;
- State-wide travel is expected. Reimbursement of mileage will be at the rate of \$0.56 per mile, monthly.

## **Salary and Benefits:**

The salary range for the Finance Director position is \$72,000-\$78,000 on an annualized basis, commensurate with the qualifications and experience of the selected candidate. The ADCC also offers the following benefits:

- High-quality individual health insurance, including vision and dental, with minimal employee contribution
- Optional dependent health coverage is available as well, with a contribution from the ADCC
- Training and professional development opportunities with both the ADCC and the Democratic Party of Wisconsin
- Flexible working hours within the constraints of a campaign calendar, low cost-of-living in Madison

## **Application Instructions**

To apply, please email your resume, a cover letter, and three references to ADCC Executive Director Morgan Hess at [morgan@assemblydemocrats.com](mailto:morgan@assemblydemocrats.com). Please put "Finance Director Application - [Your Name]" in the subject line.