



Job Summary: The VA House Democrats are seeking an experienced individual to fill the position of Finance Director. The senior staff position is responsible for creating and executing a finance plan for the caucus and members. This position reports to the Executive Director and is in-person, based in Richmond, VA.

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 taking back and holding the House Democratic Majority, in concert with the Executive Director and the House Leadership team;
- Directing donor meetings and trainings for caucus staff and house caucus members;
- Researching potential donors and managing call time;
- Planning and successfully executing statewide fundraising events;
- Developing a plan to grow grassroots and online giving to the caucus, members, and 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 is preferred.
- A willingness to create and maintain strong relationships with leadership, members, candidates, partners, and staff.
- 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;
- 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 Virginia House;

Compensation and benefits: Salary range for this position is \$5000-\$6000/month depending on qualifications and experience. All caucus staff are provided with a full health care benefits package, including vision and dental.

How to Apply: Interested applicants should submit a cover letter, resume and 3 professional references to [jobs@vahousedems.org](mailto:jobs@vahousedems.org) with the subject line "Finance Director."

While the application deadline is March 21, 2022, we will be considering applications on a rolling basis, so those interested should submit their application as soon as possible. The VA House Democratic Caucus is an equal opportunity employer that does not discriminate against any applicant for employment on the basis of race, sex, sexual orientation, gender identity, religion, national origin, age, or disability. We are committed to maintaining a diverse and inclusive organization and strongly encourage candidates with diverse backgrounds and identities to apply.