



Deputy Finance Director

The Michigan Senate Democratic Fund is seeking a Deputy Finance Director to help coordinate caucus fundraising efforts for the 2022 election. This position will assist the finance director with comprehensive caucus fundraising operations.

About the Michigan Senate Democratic Fund

The Michigan Senate Democratic Fund is a caucus political action committee that works to elect and retain Democratic members to the Michigan State Senate.

Job Responsibilities

The Deputy Finance Director, based in Lansing, Michigan and reports to the Finance Director, is responsible for the following:

- Develop finance plans and goals in coordination with caucus finance chairs
- Plan and execute fundraising events statewide
- Prepare and staff caucus call time
- Draft fundraising emails and coordinate NGP digital tools
- Assist with quarterly caucus campaign finance report compliance
- Other duties as assigned

Qualifications

We're seeking candidates who excel in relationship-building, are results oriented, and have strong project management skills. You should have:

- Bachelor's Degree in a related field
- A track record of developing and maintaining strong working relationships
- NGP Van and/or MERTS experience preferred

Compensation

\$66,000 annually. Health and dental insurance.

How to apply

Please send resume to Molly Fearon at mfearon@senatedems.org



www.senatedems.org

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