



Job: Finance Director

Organization: Georgia House Democrats

Location: Atlanta, Georgia

Georgia House Democrats are seeking an experienced and dedicated individual for the position of Finance Director for the 2023 - 2024 campaign cycle. This is a senior-level position, reporting to the Executive Director and working in conjunction with the House Democratic Leader and the leadership team.

The ideal candidate will have experience as a finance staffer with legislative, statewide, or national campaigns, political groups, or non-profits. Experience fundraising in Georgia and/or on behalf of a targeted legislative campaign or federal campaign caucus committee is preferred.

About the Finance Director role:

The Finance Director will play a key leadership role in building a sustainable fundraising operation that will position Georgia House democrats to compete in 2024 and beyond. The Finance Director will be charged with developing and executing the 2023-2024 finance plan. The ideal candidate should be forward-thinking, strategic-driven, and skilled in managing multiple priorities simultaneously while maintaining keen attention to detail. This position reports directly to the Executive Director and collaborates with the House Democratic Leadership team.

Essential Job Functions:

- Develop and lead the execution of a fundraising plan; including soliciting \$5,000+ contributions and implementing a fundraising and cashflow calendar that encompasses all revenue streams;
- Hire and manage a team of finance staff and consultants, as relevant; including executing related tracking and reporting to monitor progress towards goals;
- Work with current compliance structure to oversee campaign fundraising compliance programs and systems;
- Develop and manage strategies geared towards developing Georgia House Democrat'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;
- Build and maintain systems for call-time, donor follow-up, and re-solicitation by the Georgia House Democrats leadership team;
- Train candidates and staff in targeted districts in effective fundraising strategies; including rolodexing, call-time, and event management; and,



- Update the Executive Director, Leadership Team, Compliance Consultants, and relevant stakeholders on revenue streams, cash flow, and projections;

Minimum Qualifications:

- 1-2 cycles of finance experience, including at least one cycle as a Finance Director, Deputy Finance Director, or Calltime Manager for a targeted legislative campaign, statewide campaign, or legislative caucus committee;
- Effective people manager who is able to engage and motivate candidates and staff;
- 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;
- Ability to be flexible in dynamic situations and help build a lasting campaign committee infrastructure; and,
- Proven ability to direct campaign fundraising efforts.

Bonus Qualifications:

- Experience managing staff with a demonstrated willingness to empower and support staff to be leaders in their own right;
- Experience building a large-or significantly scaling a nascent fundraising operation

Physical Requirements:

The Georgia House Democrats are committed to an inclusive organization supporting employees of varying abilities and providing reasonable accommodations to enable individuals with disabilities to thrive at Georgia House Democrats. 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 for the Finance Director position is \$70,000-\$85,000 on an annualized basis and is negotiable, commensurate with the qualifications and experience of the selected candidate.

Georgia House Democrats offer the following benefits:



- Healthcare Plan

Application Instructions:

To apply, please email your resume and a brief message about why you're interested in the role to teddy@gahousedems.com. Please put "Finance Director - [Your Name]" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.