



NHSDC Finance Director

Summary

The New Hampshire Senate Democratic Caucus runs State Senate campaigns, in order to retake the New Hampshire Senate majority. For the 2024 election cycle we will be looking for a dynamic, dedicated, hard-working individual to run an aggressive fundraising operation to help regain a Democratic majority. The Finance Director will work closely with senior staff, the legislative leadership team, and individual members to draft and execute a cycle fundraising plan.

Responsibilities

- Assist NHSDC in developing and executing an aggressive cycle fundraising plan and assist incumbent members and challenger candidates with developing and executing their own successful fundraising plans, with additional staff to be hired.
- Execute a multi-faceted short- and long-term finance plan with programs aimed at multiple categories of donors (including PACs, high- and low-dollar individuals, other institutional givers, and online contributors) with tailored programs to specific constituencies of donors.
- Plan, schedule, and manage small- and large-scale fundraising events ranging from small social gatherings to large events with 100+ attendees.
- Manage member call time for the NHSDC, conduct all follow-up donor correspondence and pledges, and oversee thank you programs.
- Build on existing donor database by identifying, researching, and recruiting new donors.
- Assist members in building strong relationships with major donors for the NHSDC.
- Oversee compliance, preparing state finance reports for the NHSDC and member campaigns.
- Improve and maintain accurate records in NGP.
- Write or oversee drafting of direct mail solicitations and online/email solicitations.
- Staff NHSDC leadership and other members at finance-related events.

Qualifications

- Minimum 1-2 cycles of campaign finance experience;
- Bachelor's degree and minimum one cycle statewide, congressional, or legislative committee campaign finance director or equivalent experience preferred.
- Position based out of Concord, NH office for the duration of the campaign cycle.
- Must have a car (position will at time require travel around the state).
- Exemplary time management, planning, and organizational skills.
- Detail-oriented and able to prioritize and manage multiple projects.
- Strong written and oral communication skills.

To Apply:

Please send a resume, cover letter, and 2 references to jbowie@nhdp.org with the subject line "Finance Director." No calls, please. The New Hampshire Senate Democratic Caucus is an equal opportunity employer. Minorities and persons with disabilities are encouraged to apply.

Applications accepted on a rolling basis until the end of August. Salary is \$5,500 per month. Health, dental and vision insurance coverage is available at no cost to the employee.