



Josh Thomas for Delegate - Finance Director

Job Summary:

Josh Thomas for Delegate seeks a Finance Director to build out a robust fundraising program. The Finance Director will be responsible for **building and executing a wide-ranging finance plan along with advising and training a battleground candidate and their campaign team on fundraising**. District 21 is one of the most competitive districts in the Commonwealth, and the path to a majority in the House of Delegates runs through this district.

This role reports directly to the campaign manager / candidate and is based in Western Prince William County.

Applications will be considered on a rolling basis.

Job Responsibilities:

- Develop and execute a finance plan to meet fundraising goals and remain on budget throughout the campaign.
- Plan, coordinate, and execute fundraising events.
- Manage call time and events program.
- Manage processes for new donor research/outreach and existing donor engagement.
- Manage tracking and maintenance of donor data and other finance metrics; ensure accurate reporting.
- Implement digital grassroots fundraising tools via email, relational, social and other digital tools.
- Assist campaign manager with other responsibilities as needed.

Qualifications (Required):

- At least 1 year of campaign finance experience on state legislative race or higher.
- Experience planning and executing low-dollar and high-dollar fundraising events.
- Proficiency with NGP, Call Time AI, Act Blue, Excel and Google Drive.
- Ability to prioritize and manage multiple projects, and willingness to hold self and others accountable to goals.
- Willingness to move to district and travel throughout district, as needed.
- Willingness to work irregular hours, including some nights and weekends.
- Access to smartphone, laptop and reliable transportation.
- Commitment to winning back the Democratic Majority in 2023.

Qualifications (Preferred):

- Experience fundraising in Virginia is *strongly preferred*.
- Experience building relationships with campaign partners.
- Working knowledge of PAC and digital fundraising.
- Experience with the Virginia Department of Elections filing system, COMET, is a significant plus.

Compensation:

The salary for this position is \$5,000 per month.

How to Apply:

Interested applicants should submit a resume and 2-3 professional references to rafiq@jetforva.com with the subject line “Josh Thomas Finance Director”

Josh Thomas for Delegate 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.