



MICHIGAN HOUSE DEMOCRATIC FUND

Michigan House Democrats Deputy Finance Director, Member Fundraising

Overview

Democrats in the Michigan House have taken the majority for the first time in over a decade. In order to help protect that majority, we are seeking to build out our finance staff for the 2024 cycle. The Michigan House Democratic Fund (MHDF) is hiring a highly motivated, organized individual to assist the finance team with operations and contribute to the overall goal of holding the House in 2024.

The Deputy Finance Director, Member Fundraising position is based in Lansing, Michigan and reports directly to the Finance Director. They will provide the Michigan House Caucus, and members of leadership with finance assistance as they work to maintain a hard-fought majority.

Key Responsibilities

- Manage overall frontline member fundraising program & oversee finance associates doing call time and providing fundraising assistance to frontline members (50%)
- Staff regular finance check-in meetings with frontline members (10%)
 - Create and maintain frontline member finance plans and manage cash flow
 - Make sure frontline members are on track to hit fundraising goals
 - Create and maintain frontline member fundraising timelines
 - Assist frontline members with prospecting as needed
 - Train member staff as needed on donor research, call time, and event building
- Manage fundraising program for two leadership team members (20%)
 - Maintain finance plans for leadership members
 - Prepare for and staff call time
 - Prospect new donors, including organizations and individuals
- Oversee member-facing compliance operation (20%)
 - Draft and send compliance reminder emails to members
 - Lead compliance trainings for members and staff
 - Lead review process of frontline member campaign finance reports before filing deadlines
 - Answer compliance questions from members and staff as needed
 - Help connect members with compliance consulting if needed

Requirements

- Prior political or fundraising experience required;
- Experience with Donor Research required;
- Experience staffing call time required;
- Experience with NGP, ActBlue, and Google Suite;
- A willingness to learn campaign finance, compliance, and other related fields;



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- An ability to produce detail-oriented work in a fast-paced environment;
- Strong people skills and patience;
- Ability to work both independently and on a team;
- Ability to travel frequently throughout Michigan, including access to a vehicle;
- A strong commitment to Democratic values and electing Democrats

This is a full time position. The compensation range is \$60,000 to \$70,000 and commensurate with experience. MHDF is an equal opportunity employer, committed to hiring a staff that reflects our diverse caucus and state.

Please send a resume, cover letter, and at least three references to aennis@mihousedems.com with the title “Deputy Finance Director, Member Fundraising” in the subject line. Applications will be reviewed on a rolling basis. The deadline for applications is September 22, 2023.