

Texas House Democratic Campaign Committee Finance Director

Location: Austin, Texas

Salary: \$5,500-7,000/month depending on experience

How to Apply: Applications will be accepted on a rolling basis and we intend to fill the position as soon as possible. Please send a cover letter and resume to Executive Director Dylan Doody at admin@TexasHDCC.com with finance director as the subject line.

The Finance Director will share the following commitment and values:

- Commitment to winning a Democratic majority in the Texas House
- Desire to grow and implement a successful fundraising program
- Positive, kind, empowering, and no-drama approach to their work
- Help ensure the Caucus has a strong, respectful, and cohesive team culture

Responsibilities Include:

- Develop and execute a fundraising plan
- Draft fundraising emails and implement a strong digital fundraising program
- Coordinate and work with instate and national partners to help with HDCC programming
- Assist with day-to-day cash flow operations
- Create routine reports for the Executive Director and leadership team
- Plan and run fundraising plans with candidates and members
- Oversee the management and hiring process of additional finance staff as needed
- Other duties as assigned

Qualifications:

- Two cycles of political fundraising experience
- Extensive knowledge of NGP and ActBlue
- Strong organizational and communication skills
- Lives in Texas or is willing to relocate to Texas for the 2024 campaign cycle

Texas HDCC is an equal opportunity employer and committed to providing employees with a work environment free from discrimination and harassment.