



## Finance Director Position Description

The Montana Democratic Legislative Campaign Committee (MDLCC), the only entity that works to elect Democrats to the Montana State Legislature, would like to announce an opening of the Finance Director position. This challenging, full-time position will work closely with the Director, core staff, caucus members, legislative candidates, and our partners to raise money for MDLCC.

To apply, please submit a resume and three references here: <https://forms.gle/3iAUfwsP1PxQDAZN7>. Applications will be accepted until the position is filled. Incomplete applications will not be considered.

**POSITION TITLE:** Finance Director

**POSITION STATUS:** Permanent

**UNION STATUS:** Unionized with IBEW Local 206

**REPORTING TO:** Director of MDLCC

**LOCATION:** Helena, MT

**STARTING DATE:** Hiring will be done on a rolling basis until the position is filled.

**COMPENSATION:** \$58,000-\$62,000 annually, health, dental, and vision insurance 100% paid by employer, monthly \$100 technology stipend, and qualifying mileage reimbursement.

**EXPERIENCE LEVEL:** Mid level, 2-3 years experience working with legislative candidates directly strongly preferred

### **The Finance Director duties include:**

- Develop and 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)
  - Coordinating and executing MDLCC's small-donor program – including written appeals, local events, recurring donors, and sponsorship asks
  - Manage caucus call time for co-chairs and legislative leadership
  - Working with the MDLCC staff and consultants to draft mail and digital appeals, as well as documents for major donors
  - Coordinating the MDLCC Caucus Event in August and the Celebration of Democratic Heroes event in February, and other MDLCC events

- o Assisting the Director in the major donor prospecting program, donation tracking, and written thank-you cards
- o Build on existing donor databases by identifying, researching, and recruiting new donors and assist members in building strong relationships with major donors.
- Recruiting and assisting Fellows and Interns to help with workload
- Keeping all MDLCC files (including how-to memos) in Google Drive
- Assisting with candidate recruitment as needed for the 2024 election and beyond
- Supporting individual candidates in their fundraising efforts throughout the cycle – including getting their campaign started, goal setting, writing letters, and call time
- Assisting other MDLCC staff with various other tasks as assigned
- Other duties as assigned

**Qualifications for applicants seeking to be Finance Director:**

- Passion for legislative elections;
- Ability to work independently, with a direct supervisor who is often traveling;
- Highly organized with a keen attention to detail, creativity, and initiative;
- Willingness to work long and irregular hours needed to meet campaign demands;
- Ability to work on multiple tasks simultaneously, take direction, and work well and creatively under tight deadlines, in a team environment;
- Strong written and verbal communication skills;
- Reliable transportation;
- Knowledge of and experience with the Montana political landscape;
- Bachelor's degree or equivalent experience;
- A background in fundraising (preferably at least one cycle of experience) and legislative campaign management is highly preferred;
- Knowledge of VAN, ActBlue, and NGP software preferred;
- **Absolute commitment to MDLCC through the 2024 election.**

**Salary & Benefit Package:**

- Competitive starting salary
- Employer-paid health insurance
- Reimbursement for travel expenses
- Technology stipend

*The Montana Democratic Party is committed to diversity among its staff and recognizes that its continued success requires the highest commitment to hiring and retaining a diverse staff that provides the best quality services to our mission. We are an equal opportunity employer, and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, ethnicity, national origin, religion, creed, marital status, sexual orientation, gender identity, disability, or any other legally protected basis.*