



### **About the Michigan Senate Democratic Fund**

The Michigan Senate Democratic Fund is a caucus political action committee that works to elect and retain Democratic members to the Michigan State Senate. After flipping the Michigan Senate in 2022, we are defending our majority in 2026.

### **Overview**

We are seeking finance directors for our targeted state Senate campaigns. The Finance Director will work closely with the campaign manager, the Senate Democratic Caucus, and partners to draft and execute a robust fundraising plan and maintain a detailed budget. The Finance Director will also manage all day-to-day fundraising operations, including call time, events, digital fundraising, and other tactics as needed. The Finance Director reports directly to the campaign manager and will manage finance interns, if applicable.

### **Key Responsibilities**

- Working with the campaign team to develop and update a finance plan.
- Set and monitor finance goals and update the campaign team and candidate regularly on progress to goal.
- Work with the campaign team to develop and update a budget.
- Manage all call time with the candidate.
- Manage a prospecting process, including collaboration with volunteers and interns as needed.
- Schedule and build for fundraising events and coordinate with hosts.
- Oversee the campaign's online fundraising program.
- Engage with small, medium, and high dollar donors on a regular basis and help the candidate build and maintain relationships with her giving base.
- Assist with campaign compliance in coordination with the campaign treasurer.
- Other responsibilities as needed.

### **Preferred Qualifications:**

- At least one cycle in a campaign finance role (call time manager, deputy finance director, or finance experience preferred, but open to other roles).
- Experience managing a successful call time program.
- Experience with ActBlue, WarChest, and NGP.
- Ability to create and manage an extensive donor research operation.
- Ability to work independently and manage multiple projects effectively.
- Experience working with a candidate or another principle preferred.

**Salary/Benefits: Up to \$4,500-\$5,500 a month depending on experience with the option for health insurance.**



**Application Process:** Please send a resume, cover letter, and three professional references to [sfenno@senatedems.org](mailto:sfenno@senatedems.org) Applications will be reviewed on a rolling basis until February 27, 2026.