



## MICHIGAN HOUSE DEMOCRATIC FUND FINANCE DIRECTOR

The Michigan House Democratic Fund (MHDF) is looking for a dedicated and energetic Finance Director to help us raise the revenue needed to strengthen our core operation and help take the chamber in 2026.

Under the general supervision of the Caucus Director, the Finance Director oversees fundraising, donor prospecting, donor management, membership and database operations to ensure priorities and plans are carried out. This position will require an individual to be a self-starter, capable of working independently in a fast-paced political environment. This is not an entry-level position. The ideal candidate will have experience in all facets of campaign finance operations.

The Finance Director must have a long-term commitment and passion for winning State House races in Michigan.

### **FINANCE DIRECTOR RESPONSIBILITIES INCLUDE, AT A MINIMUM:**

- The Finance Director will work closely with the House Democratic Leader, Caucus Director, and Campaign Leadership Team to draft and execute cycle fundraising plans.
- 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) across the state and country.
- Manage and update the finance plan and cash flow on a regular basis.
- Plan, schedule, and manage small and large-scale fundraising events.
- Manage caucus call time, conduct all follow-up donor correspondence and pledges.
- Build on existing donor databases by identifying, researching, and recruiting new donors. Assist members in building strong relationships with major donors.
- Develop and grow low-dollar recurring donor program.
- Coordinate donor meetings and other fundraising-related schedules.
- Work with event hosts to plan, schedule, and manage small and large scale fundraising events.
- Oversee compliance and prepare state finance reports.
- Write or oversee drafting of direct mail and digital solicitations.
- Working with the finance team, assist incumbent members and candidates with developing and executing their own successful fundraising plans.
- Hire and manage all finance staff, performing reviews and encouraging staff development, as well as reviewing staff functions and restructuring job responsibilities, if necessary.
- Supervise finance team in donor research, event planning, and other support activities.

### **QUALIFICATIONS AND SKILLS:**

- Strong commitment to electing Democrats to state government.
- Bachelor's degree or equivalent experience.
- Minimum of two cycles statewide, congressional, or state legislative campaign finance director or equivalent experience preferred.
- Experience with campaign finance database software (NGP, Campaign Deputy, etc.) required.



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- Excellent customer service and communication skills.
- Willing to work extensive hours, including nights and weekends.
- Positive attitude and ability to motivate others.
- Good time management skills and ability to prioritize and manage multiple ongoing projects.
- Able to take and implement feedback.
- Must have a car and valid driver's license (position will at times require travel around the state).
- Prior Michigan experience or working knowledge of Michigan political, electoral and legislative processes are a bonus.

### **COMPENSATION:**

Competitive salary between \$90-100,000, plus benefits. The Michigan House Democratic Fund is an equal opportunity employer, with a commitment to hiring a diverse staff that reflects our Party and our caucus.

This position is located in Lansing, MI.

**To apply:** Applications will be accepted on a rolling basis and we intend to fill the position as soon as possible. Please send a resume and three references to Sam Lundry at [slundry@mihousedems.com](mailto:slundry@mihousedems.com). Please put "Finance Director" in the subject line.