



## Finance Director

The Chedrick Greene for State Senate campaign is seeking a Finance Director for the highly competitive 35th Senate District in Michigan. The Finance Director will manage the fundraising program for the campaign and report to the Campaign Manager.

### Primary 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.

## **Physical Requirements**

The Chedrick Greene for State Senate campaign is committed to an inclusive organization, supporting employees of varying abilities and to providing reasonable accommodations to enable individuals with disabilities to thrive. The requirements of this role, related to its physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to remain in a stationary position for long periods of time while operating a computer and other office productivity machinery.
- Must be able to move about inside an office to access file cabinets, office machinery, etc.
- Flexibility to work extensive hours outside of normal operating hours.
- Must be able to remain in a stationary position while driving or riding as a passenger in a car because occasional statewide travel is necessary. Mileage will be reimbursed.

## **Salary & Benefits**

Up to \$5,000 a month depending on experience with the option for health insurance. Compensation also includes health, dental, and vision insurance.

## **Application Instructions**

Please send a resume, cover letter, and three professional references to [zchristensen@senatedems.org](mailto:zchristensen@senatedems.org). Applications will be reviewed on a rolling basis.