



New Hampshire House Caucus: Finance Assistant

The New Hampshire House Democratic Victory Campaign Committee (DVCC) is a full-time political organization dedicated to building a Democratic majority in the New Hampshire House of Representatives.

The New Hampshire Democratic Party is looking for an experienced, full-time DVCC Finance Assistant to run an aggressive fundraising operation to help regain a Democratic majority. The Finance Assistant will work closely with senior staff, the legislative leadership team, and individual members to execute a 2-year fundraising plan.

Responsibilities include, but are not limited to:

- Plan, schedule, and manage small-and large-scale fundraising events ranging from small social gatherings to large events with 100+ attendees.
- Manage members call time for the Victory Committee and conduct all follow-up donor correspondence and pledges.
- Oversee the thank you notes program. Expectation is to distribute notes on a bi-weekly basis.
- Build on existing donor database by identifying, researching, and recruiting new donors.
- Assist members in building strong relationships with major donors for the Victory Committee.
- Oversee compliance and prepare state finance reports for the Victory Committee.
- Improve and maintain accurate financial records in Warchest and NGP.
- Make and execute a plan to send regular fundraising emails to grassroots donors in consult with Email Consultant
- Staff Victory Committee leadership and other members at finance-related events.

Required skills and qualifications:

- Strong commitment to electing Democrats to state government.
- Experience with NGP or other finance software preferred but not required.
- Lives in or willing to relocate to New Hampshire for the duration of the campaign cycle.
- Must have a car (position will at time require travel around the state).

- Experience in and knowledge of the political landscape and key people/organizations in New Hampshire preferred.
- Must possess superior interpersonal skills including the ability to communicate effectively with a wide range of people and organizations
- Ability to learn quickly.
- A desire to go above and beyond to find creative solutions to problems.
- Exemplary time management, planning, and organizational skills.
- Attention to detail and ability to prioritize and manage multiple projects
- Strong written and oral communication skills.
- Ability to work both independently and in a team environment.
- Work extended hours, including nights and weekends as needed.

How to apply:

To apply, please send your resume and two references to jgeorge@nhhousedems.org. Please list "Finance Assistant in the subject line. No calls, please. Applications improperly submitted will not be accepted. The position will be open until filled and applications will be reviewed on a rolling basis.

Salary is \$4,583.78/month, or \$55,005.36/year, plus a \$100/month technology stipend and fully-paid health, dental & vision insurance premiums.

The New Hampshire House Democratic Victory Campaign Committee is a unionized workplace, represented by IBEW #2320.

The New Hampshire House Democratic Victory Campaign Committee is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin or disability.