



## **NHSDC Finance Director**

### **Summary**

The New Hampshire Senate Democratic Caucus runs State Senate campaigns in support of incumbents and challengers on the path to retake the Senate majority. We seek a dynamic, dedicated, hard-working person to run an aggressive caucus fundraising operation while supporting individual campaigns. The Finance Director will work closely with the Senate Democratic Leader, Caucus Director, Senate incumbents, and challengers to draft and execute cycle fundraising plans.

### **Responsibilities**

- Design a comprehensive fundraising program that incorporates national partnerships, major donors, call-time, digital fundraising, and small-to-large scale fundraising events
- Plan, schedule, and execute small-and large-scale fundraising events across New Hampshire and the region
- Manage member call time for the NHSDC, conduct all follow-up donor correspondence and pledges, and oversee thank you programs
- Build on existing donor database by identifying, researching, and recruiting new donors
- Assist members in building strong relationships with major donors for the NHSDC
- Oversee compliance, preparing state finance reports for the caucus and member campaigns
- Improve and maintain accurate records in NGP
- Create direct mail solicitations and digital solicitations
- Staff NHSDC leadership, other members, and challengers at finance-related events
- Position based out of Concord, NH office for the duration of the campaign cycle

### **Qualifications**

- Preferred one cycle statewide, congressional, or legislative committee campaign finance experience or equivalent experience
- Exemplary time management, planning, and organizational skills
- Detail-oriented and able to prioritize and manage multiple projects
- Strong written and oral communication skills
- Must have a car (position will at time require travel around the state)

### **To Apply:**

Please send a resume, cover letter, and 2 references to [jcloney@nhdp.org](mailto:jcloney@nhdp.org), and copy [voterebeccanh@gmail.com](mailto:voterebeccanh@gmail.com) with the subject line "NHSDC Finance Director." No calls, please.

Applications accepted on a rolling basis. Salary is commensurate with experience. Health, dental and vision insurance coverage is available with no cost premiums for the employee. The New Hampshire Senate Democratic Caucus is an equal opportunity employer and is committed to a quality workplace free of discrimination or harassment.