



Finance Director

The Pennsylvania House Democratic Campaign Committee is seeking qualified candidates to serve as Finance Directors on competitive races across the state. The PA HDCC is the campaign arm of the Pennsylvania State House Democrats.

Day to Day Finance

- Work with candidates and HDCC staff to write candidate specific finance plans
- Present weekly reports on candidate fundraising
- Work with senior staff to establish fundraising goals
- Meet with fundraisers looking to host events
- Manage an effective call time and donor follow up
- Complete regular donor research

Compliance

- Manage campaign finance reporting and compliance
- Ensure to-the-penny reconciliation

Other Responsibilities as Assigned Skills

Experience needed:

- Highly organized self-starter
- Exceptional time management
- Excellent oral and written communication skills
- Availability to work campaign hours (nights and weekends)
- Proficient with NGP, Microsoft Office especially Excel and GoogleDocs
- Access to a car, laptop, and cell phone
- At least one campaign cycle of fundraising experience
- Ability to think outside the box
- Familiarity with Pennsylvania politics preferred but not required
- Familiarity with Pennsylvania's campaign finance laws preferred but not required

Salary is commensurate with experience.

Interested applicants should send their resume and three references (in single-file, .pdf form) to resumes@pahdcc.com. Please put "Finance Director" in the subject line.