

Michigan House Democratic Fund
FINANCE & OPERATIONS DIRECTOR

The Michigan House Democratic Fund (MHDF) is seeking a thoughtful, driven, results-oriented, full-time Finance and Operations Director to join a team of passionate people, working dutifully to achieve our mission of electing Democrats as State Representatives and putting our state on the right path forward.

ROLE OVERVIEW

The finance and operations director will oversee all caucus fundraising, including assisting with fundraising for individual house members. She or he will also assist with compliance and will be expected to develop a strong knowledge of Michigan campaign finance laws. The position will report to the campaigns director and includes staff supervision of two finance assistants.

KEY RESPONSIBILITIES

The finance director, who will be based in Lansing, will be expected to:

- Plan and execute fundraising events, including MHDF's annual dinner, as well as other smaller dollar donor events throughout the calendar year;
- Maintain donor relationships, including with national partner organizations;
- Ensure that cash flow and budgetary projections are met while creatively identifying new revenue streams;
- Make deposits and pays bills in a timely manner;
- Work with the campaigns director and the MHD finance team to craft fundraising objectives;
- Prepare and manage call time for the MHD Minority Leader and other identified fundraisers;
- Serve as a resource/coach to our MI House Dems campaigns about fundraising strategy and reporting requirements;
- Have strong organizational skills and the ability to multitask and manage multiple deadlines and responsibilities;
- Lead regularly scheduled in-person trainings or webinars on a wide range of finance skills - including, but not limited to - compliance, email & online fundraising, call time best practices, and donor research;
- Commit to details, results, meeting goals, and tracking/using data to inform decisions;
- Produce weekly reports for stakeholders and MI House Dems' campaign leadership team;
- Work well in a team environment with legislators, caucus staff, funders, and stakeholders; and
- Have a positive attitude and ability to motivate staff members.

DESIRED SKILLS & QUALIFICATIONS

- A minimum of 2 years of prior political or non-profit fundraising experience - experience working on a statewide or congressional political campaign or a state political party preferred;
- Experience with online and direct mail fundraising, call-time management and conceptualizing and executing fundraising events;
- A record of and a commitment to innovative approaches in addition to the traditional fundraising tactics and strategies;
- Prior experience with targeting contributors and follow-up management;
- An ongoing interest in continued learning and adaptation based on best practices;
- Experience creating finance/fundraising plans;
- Experience managing staff and/or volunteers preferred;
- Strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines;
- Detail oriented with exceptional record keeping and organizational skills;
- Michigan ties/experience a plus, but not required;
- Have knowledge of NGP, ActBlue, and other fundraising tools;
- Exceptional people skills and patience;

- An unwavering commitment to accuracy and results;
- Effective finance database management skills, including NGP/VAN;
- Votebuilder (VAN), Google Docs, Dropbox, PowerPoint, and Microsoft Office/Excel experience is preferred, but not required;
- Ability to travel frequently, including access to a vehicle and access to a cell phone; and
- A strong commitment to Democratic values.

COMPENSATION

Salary and benefits commensurate with experience.

HOW TO APPLY

Please send a resume, cover letter, 3 relevant writing samples (fundraising emails, finance plan, etc), and at least three references to mmccollum@mihousedems.com and put "Finance Director" in subject line. Applications will be reviewed on a rolling basis.

The Michigan House Democratic Fund is an equal opportunity employer. MHDF believes every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect and inclusion.