



## **Finance Director Job Opening**

The North Carolina House Democratic Caucus is searching for a Finance Director for the 2018 cycle. The NC House Democratic Caucus is the campaign operation of the Democratic members of the NC House. The Finance Director will be responsible for writing and implementing an aggressive fundraising plan. The Caucus program raised more than \$3 million in 2016. In addition to running the caucus finance program, the Finance Director will be responsible for supporting individual members in their fundraising efforts throughout the cycle.

### **Responsibilities**

- Write and implement the 2018 Caucus Finance Plan
- Train House Candidates & their staff to create & execute successful fundraising operations
- Manage member call time & other activities to hit finance targets & deadlines
- Oversee the Caucus Direct Mail and digital fundraising programs
- Build and maintain existing donor database by identifying and recruiting new donors.
- Plan and execute fundraising events
- Oversee state and federal campaign finance compliance and prepare disclosure reports in cooperation with the NCDP compliance department
- Maintain the Caucus NGP database tracking both receipts and expenditures
- Support other campaign operations as necessary

### **Qualifications**

- Bachelor's degree
- 1 to 3 cycles of fundraising experience on a district or statewide campaign preferred.
- Superior goal management skills
- Knowledge of NGP and other finance software preferred
- Strong written and verbal communication skills
- Superior organizational skills, creativity and initiative
- Legislative Caucus or Campaign experience preferred, but not required

Pay commensurate with experience. Health Care and Dental coverage are provided. Applicants should be comfortable with long, irregular hours, frequent travel, and willing to relocate to Raleigh, NC for the 2018 cycle. For consideration, please send a resume, short cover letter, and three professional references to [davidfurr@ncdemocraticparty.org](mailto:davidfurr@ncdemocraticparty.org).