

## **Nevada Assembly Democratic Caucus Finance Director**

The Nevada Assembly Democratic Caucus (ADC) is a full-time organization dedicated to expanding and protecting our Democratic Majority in the Nevada State Assembly.

The ADC is looking for an experienced, full-time Finance Director to run an aggressive fundraising operation to help expand and protect our Democratic Majority. The Finance Director will work closely with Executive Director and the legislative leadership team to execute a fundraising plan from now until the end of 2018.

### **Primary Responsibilities:**

- Develop an aggressive 2-year Finance Plan to expand on the financial success of the 2018 cycle.
- Assist Executive Director in developing and executing a 2-year budget.
- Assist the Executive Director and legislative leadership team with investment decisions.
- Develop and execute a multi-faceted short- and long-term finance plan with programs aimed at multiple categories of donors (including PACs, high- and low-dollar individuals, other institutional givers, and online contributors) with programs targeted at specific constituencies of donors.
- Plan, schedule, and manage small- and large-scale fundraising events ranging from small social gatherings to large events with 100+ attendees.
- Manage member call time for the ADC, conduct all follow-up donor correspondence and pledges, and oversee thank you program.
- Assist incumbent members and challenger candidates with developing and executing their own successful fundraising plans.
- Build on existing donor database by identifying, research, and recruiting new donors.
- Assist members in building strong relationships with major donors for the ADC.
- Oversee compliance and prepare state finance reports for the ADC.
- Recruit and supervise interns to assist with data entry, donor research, and other finance-related tasks.
- Improve and maintain accurate records in finance database.
- Execute drafting of direct mail and online/email solicitations.
- Staff ADC leadership and other members at finance-related events.

### **Qualifications:**

- Strong commitment to electing Democrats to state government.
- Minimum one cycle (two preferred) statewide, or legislative committee finance director or equivalent experience preferred.
- Experience in cultivating major gifts (\$5,000 +) from both individual donors and like-minded organizations preferred.
- Experience with NGP or other finance software.
- Exemplary time management, planning, and organizational skills.
- Detail-oriented and able to prioritize and manage multiple projects.
- Must have a car.
- Lives in or willing to relocate to Las Vegas, NV for the duration of the campaign cycle.
- Work extended hours, including nights and weekends as needed.

Salary commensurate with experience, health insurance, and other benefits available.

Submit resume to [paul@nvassemblydems.com](mailto:paul@nvassemblydems.com)

Please include a resume, cover letter, and three references.