



The Pennsylvania House Democratic Campaign Committee is seeking qualified candidates to serve as Finance Director during the 2018 election cycle. This is a central staff position at the PA HDCC in Harrisburg, PA reporting to the Executive Director. The PA HDCC is the campaign arm of the Pennsylvania State House Democrats and is tasked with Democratic incumbent protection, recruiting, and training high quality candidates to challenge Republican incumbents, and spearheading a conversation with voters across the commonwealth.

Finance Director

- Manage candidate finance planning
 - Work with candidates and managers to write candidate specific finance plans
 - Assist in hiring, and managing campaign managers
 - Coordinate weekly campaign manager reporting calls
 - Present weekly reports on candidate fundraising
 - Work with senior staff to establish fundraising goals
 - Assisting candidates and campaign managers to plan and execute fundraisers in their districts

 - Train candidates and staff on fundraising
 - Train candidates on calltime and hard asks
 - Teach basic organizational skills to candidates and staff
 - Train managers and treasurers on compliance and reporting
 - Help candidates build and maintain donor lists through research and other means
 - Staff candidate call time with challenger candidates
 - Assist with candidate, staff, and GOTV trainings

 - HDCC and member fundraising
 - Manage the planning of HDCC fundraisers
 - Work with HDCC PAC fundraising consultant
 - Assist HDCC PAC fundraising consultant to staff member Harrisburg events

 - Compliance
 - Manage HDCC fundraising reports 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
- Experience writing finance plans and budgets
- At least one campaign cycle managing staff
- 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
- Good sense of humor with an ability to work well in a team environment
- Willing to relocate to Harrisburg, PA and open to travel across the state

Salary commensurate on experience with benefits including health, dental, and vision coverage.

To apply please send cover letter, resume and 3 references to resumes@pahdcc.com.