



Finance Director

The New Hampshire Democratic Party is seeking a highly motivated and outgoing Finance Director to lead our fundraising efforts for the 2022 election cycle. The Finance Director is responsible for creating and implementing an annual fundraising plan and direct all fundraising activities. The ideal candidate should be skilled in managing multiple and competing priorities simultaneously and have the ability to maintain a sharp focus on details. They must be create, dynamic, relentless, and unafraid to take risks.

The Finance Director will report to the Executive Director, work closely with the Finance Chair and NHDP Chair, and collaborate with the entire NHDP team.

Position Responsibilities Include:

- Working with Party leadership and staff to create and implement an aggressive fundraising strategy for the Party, including implementing an annual fundraising calendar that comprises digital, direct mail, events, major donor, and other targeted fundraising campaigns;
- Develop and manage strategies geared towards the donor lifecycle and journey as it relates to donor acquisition, on-boarding, cultivation/engagement, retention, and maintenance;
- Managing and executing events, such as the annual McIntyre-Shaheen 100 Club dinner and the Eleanor Roosevelt dinner along with the State Convention and Mid Term Convention, small dollar events, surrogate events, and all other activities related to fundraising and donor programs;
- Drafting fundraising and event communications, including acquiring approval from Chair, Finance Chair, Executive Director, and other outside affected parties, such as elected officials and candidates. This includes, but is not limited to, multiple weekly fundraising emails, donor reports, electoral reports, social media communications, and direct mail;
- Raise funds through personal call time, staffing NHDP Chair and NHDP Finance Chair during call time, at events, and in donor meetings;

- Successfully manage donor stewardship process and follow through on financial commitments;
- Maintain and ensure accuracy of donor database. Conduct research on new and potential contributors;
- Reporting income and expenses for all fundraising channels on a monthly, weekly, and daily basis;
- Be a resource for Democratic County and Town Committees, elected officials and candidates on fundraising strategy and reporting, providing trainings to committees yearly and quarterly as needed;
- Must successfully work with our elected officials and candidates;
- Manage donor acknowledgement, including timely thank you letters and tracking outgoing letters in the NHDP finance database;
- Other duties as assigned.

Desired Skills/Qualifications:

- A passion for social justice and a commitment to Democratic Party values.
- Minimum of two years of prior political fundraising experience—experience on a congressional or statewide political campaign or for a state party or national committee preferred.
- Must be creative and possess exceptional sales skills.
- Excellent personal skills with the ability to build and maintain strong relationships.
- Responsive and positive team player who enjoys new challenges.
- Great verbal, written, and interpersonal communication skills, including attention to detail and positive attitude.
- Proven experience managing multiple complex projects and finishing tasks ahead of aggressive deadlines.
- Understanding of both state and federal election law is very beneficial, as is a demonstrated ability to understand the interplay of federal and non-federal money.
- Proficiency with MS Office Suite and experience with NGP/VAN and graphic design software.
- Discretion and ability to work independently.
- Willingness to travel throughout New Hampshire and nationally (as needed).
- Willingness to work extensive hours, including nights and weekends (as needed).

Logistics:

- Must be able to travel outside of the state, sometimes for several days at a time, to national trainings and events;

- Must have great flexibility along with the desire to work long campaign hours as evening and weekend hours will be needed regularly as we move into campaign season;
- We are currently working remotely due to COVID-19. Once it is appropriate, we will open back up and expect this position to live in NH and work in the office at that time, with proper and reasonable notification.

How to Apply:

To apply, email a letter describing your interest in the job and your resume to resumes@nhdp.org. Please list "Finance Director Application" in the subject line. No calls, please.

Position will be open until filled and applications will be reviewed on a rolling basis. Salary range is \$50,000 to \$60,000 annually depending on level of experience.

The NHDP provides medical, dental, and vision coverage at no monthly premium cost to the employee, and we have a generous vacation package.

We are looking for a candidate who can commit to staying with the NHDP through November of 2022.

Background - Our Party

New Hampshire Democrats stand for policies that support strong, healthy communities and families, a strong economy with opportunities for growth and a fundamental system of fairness and justice. Democrats are committed to spurring job creation, building our infrastructure, and bringing fairness and opportunity to our economy and our civic life. We believe that healthy communities and strong families are essential to the well-being of our citizens and to our ability to foster business development and a vibrant economy. We are committed to upholding the right of every eligible voter to cast their ballot free from unnecessary restrictions. We pledge a government that works collaboratively across the aisle to address the issues that matter to the people of New Hampshire.

The New Hampshire Democratic Party is an equal opportunity employer committed to creating an inclusive workplace. The NHDP is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin or disability.