



## Iowa Senate Majority Fund

### Job Description: Finance Director

### Position Overview

Iowa Senate Democrats are hiring a Finance Director to work for our campaign committee, the Iowa Senate Majority Fund (SMF). This is a senior staff position reporting directly to the Senate Majority Fund Executive Director and newly elected Iowa Senate Democratic Leader Zach Wahls. Leader Wahls is excited to invigorate, modernize, and drive change across Iowa, beginning with his own caucus and political operations. The Finance Director will work with all members of the Democratic Caucus, Iowa Senate candidates, and staff. This position will require extensive hours and statewide travel. The salary range for this position is \$50k – \$65k with core benefits including healthcare with vision and dental, a 401(k) match, paid vacation and paid sick leave. Additional incentives and benefits may be available. This position can begin remotely but will be expected to relocate to Des Moines, Iowa.

### Qualifications

The SMF Finance Director must be able to quickly win the respect of other Senior Staff, the members of the caucus, and key partners. Given Iowa Senate Democrats are currently in an 18-32 minority, the SMF Finance Director must understand how to grow the finance plan in a strategic way and demonstrate the ability to think outside the box, relentlessly drive change, and never tire of asking, “What about this idea?”

The Finance Director must possess:

- Strong organizational skills — attention to detail and ability to successfully multitask
- A self-starter mindset; willingness to take initiative and tackle difficult challenges head on
- Strong verbal and interpersonal communication skills
- The ability to motivate members of the caucus, allies, and candidates
- The ability to stay calm in high-pressure and fast-paced moments of turmoil

The SMF Finance Director must have at least two campaign cycles or three years of finance experience, preferably in political fundraising. Caucus finance experience and/or campaign experience in rural or red states is strongly preferred. Qualified applicants must have success in managing a principal as well as multiple direct reports, creating and executing a finance plan, proficiency in maintaining NGP VAN or a similar donor database, and familiarity with the latest fundraising best practices.

### Job Responsibilities

#### 1. Financial Planning

- Work with the SMF Executive Director to write and implement finance plans for the Senate Majority Fund, Leader Wahls, incumbent Senators, and Senate candidates that outlines income by tool and by month with measurable goals.
- Utilize metrics to continually improve the effectiveness of the fundraising plan.
- Set clear finance objectives, key results, and key performance indicators for Senators and Senate candidates.
- Monitor execution on finance objectives and produce regular reports for the SMF Executive Director and Senate Leadership.

#### 2. Compliance and Daily Operations

- Ensure all members and candidates are in compliance with federal and state finance laws and regulations.

## Iowa Senate Majority Fund | Job Description: Finance Director

- Assist members and candidates in prompt and accurately submitting campaign committee finance reports to the Iowa Ethics Campaign and Disclosure Board.
- Single handedly manage all cash flow processes including but not limited to: daily deposits, check requests, wire transfers, and reconciliation of the register with the finance plan.
- Monitor the mail for the Senate Majority Fund and ensure timely payment of all bills.
- Opportunity to manage and train a Finance Assistant as well as interns.

### 3. Call Time, Meetings, and Events

- Plan, build, and staff fundraising events for the SMF, Leader Wahls, Senators, and Senate candidates.
- Staff Leader Wahls as necessary at fundraising meetings and prepare required meeting materials.
- Prepare and staff Leader Wahls' call time program as well as Senate candidates and Senators as needed.

### 4. Mail and Digital Fundraising Program

- Manage digital fundraising programs including: writing effective fundraising emails, creating social graphics, and managing social media pages.
- Create and distribute mail solicitations.
- Develop and maintain small dollar, grassroots fundraising efforts.
- Proactively explore innovative finance strategies, tactics, technology, and tools.

### 5. Donor Management

- Maintain NGP VAN fundraising database; tracking contributions and disbursements, updating donor information, uploading giving history, etc.
- Identify new donor prospects and cultivate current supporters with the aim of increasing the number and size of individual gifts.
- Build and maintain relationships with national partners and potential national investors.
- Manage thank you note program for Leader Wahls and the SMF.

## How to Apply

Please email (1) a resume, (2) a list of three or more references, and (3) a short, two pages or less, writing sample (e.g. a fundraising email, fundraising memo, mailing solicitation, or other document from a prior role) to the Iowa Senate Majority Fund at [Senate@IowaDemocrats.org](mailto:Senate@IowaDemocrats.org). Cover letter optional. For questions about this position, please contact the above email address. Consideration of applications will begin on Monday, April 19 2021 at 9:00 am and will be ongoing until the position is filled.

Please contact Andy Suchorski at [senate@iowademocrats.org](mailto:senate@iowademocrats.org) for any accommodations you need for the application and interview process.

The Iowa Democratic Party is an equal opportunity employer, and employs without regard to race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), parental status, family medical status or genetic information, military service, age, national origin, ancestry, marital status, height, weight, creed, economic status or disability.