



Iowa Senate Majority Fund

Job Description: Deputy Finance Director

Position Overview

Iowa Senate Democrats are hiring a Deputy Finance Director to work for our campaign committee, the Iowa Senate Majority Fund (SMF). This position reports directly to the SMF Finance Director. The Deputy Finance Director will work directly with the Finance Director, Executive Director, Senate Democratic Leader Zach Wahls, and the members of the Senate Democratic caucus to execute our finance plan. This position will require extensive hours and statewide travel. The salary range for this position is \$36,000 – \$44,000 with core benefits including healthcare with vision and dental, an IRA match, paid vacation and paid sick leave. Additional incentives and benefits may be available. This position is based in Des Moines, Iowa.

Qualifications

The Deputy Finance Director must possess:

- A desire to learn, willingness to make mistakes, and the ability to accept feedback and adapt
- Ability to multitask and manage multiple fundraising projects at any given time
- Strong organizational skills and attention to detail
- A self-starter mindset; willingness to take initiative, and tackle difficult challenges head on
- Strong verbal and interpersonal communication skills
- The ability to stay calm in high-pressure and fast-paced situations

The SMF Deputy Finance Director must have at least one year of political campaign experience, preferably in political fundraising. Caucus finance experience and/or campaign experience in rural or red states is preferred. Qualified applicants will also be familiar with managing a donor database, such as NGP VAN.

Job Responsibilities

1. Plan, build, and staff fundraising events
2. Staff incumbent Senators and candidates during call time
3. Maintain NGP VAN fundraising database; tracking contributions and disbursements, updating donor information, uploading giving history, etc.
4. Write solicitation emails, thank you notes, and other media for fundraising purposes.
5. Manage interns, volunteers or other staff members as needed
6. Other tasks and projects as assigned by the Finance Director

How to Apply

Please email (1) a resume, (2) a list of three or more references, and (3) a writing sample to the Iowa Senate Majority Fund at Senate@IowaDemocrats.org. Cover letter optional. For questions about this position, please contact the above email address. Consideration of applications will begin on Tuesday, June 1 at 9:00 am and will be ongoing until the position is filled.

Please contact Annika Dale Taber at senate@iowademocrats.org for any accommodations you need for the application and interview process.

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