



IOWA HOUSE DEMOCRATS

JOB ANNOUNCEMENT

Title: Finance Director

Organization: Iowa House Democrats

Location: Des Moines, Iowa

Salary: \$5,000/month

The Iowa House Democrats are a full-time political organization dedicated to winning a Democratic majority in the Iowa House of Representatives.

The Iowa House Democrats are looking for a full-time Finance Director to work closely with our staff, candidates, members, and House Democratic leader. This is a full-time leadership position reporting to the Caucus Director and House Democratic Leader. This person will be tasked with developing and implementing the finance plan for our candidates and caucus.

The ideal candidate will have experience in event planning, call time management, donor research, online fundraising, and financial planning. The Finance Director will develop and execute strategic fundraising plans and meet performance milestones. Responsibilities include but are not limited to: planning and executing events and other fundraising activities, developing and monitoring call time, building and maintaining donor relationships, and making direct solicitations of state and local donors through multiple channels and media alongside the House Democratic Leader and Caucus Director.

Additionally, the finance director will be an aggressive innovator of new ideas, approaches, and opportunities to raise the necessary funds alongside the Caucus Director and senior staff.

Primary Responsibilities:

- Work with senior staff and House Democratic leader to create and implement a short and longer-term fundraising/financial plan for the House Truman Fund that defines financial needs and develops new and existing revenue streams;
- Manage and execute events and all other activities related to fundraising with help from central staff;
- Maintain and ensure accuracy of donor database and conducting research on new and potential contributors;
- Develop and support the caucus digital fundraising strategy including draft email and social fundraising content;
- Work with the Caucus Director to ensure cash flow and budget projections are met;

- Staffing the House Democrat leader, members, and candidates for call time as needed;
- Other duties as assigned.

Requirements:

- At least one cycle of prior campaign fundraising experience;
- Experience budgeting and managing cash flow;
- Ability to work campaign hours including weekends and evenings as needed;
- Proficiency in Microsoft Office and Google Suite programs;
- Proficiency with progressive fundraising tools such as NGP, Warchest, ActBlue, Action Network, and Numereo;
- Excellent writing skills and attention to detail;
- Strong interpersonal skills and ability to work in diverse environments;
- Ability to manage several tasks/projects at the same time;
- Lives in/willing to relocate to Des Moines for the duration of the current campaign cycle;
- Access to a car, valid driver's license, laptop, and cellphone required (position will at times require travel around the state).

Please email a resume and 2-3 references to Daniela Silva at dsilva@iowademocrats.org with “Finance Director Application” in the subject line to apply. A cover letter is optional, not required.

The Iowa Democratic Party provides a competitive salary and benefits package including health care and paid leave. This is a cycle position through November 30th, 2024.

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.

Please contact Daniela Silva at dsilva@iowademocrats.org for any accommodations you need for the application and interview process.