



The Iowa Democratic Party is seeking an experienced and outgoing Finance Director. The Finance Director will work closely with the senior staff and Chair to create and manage the Party's fundraising and donor management operations. The ideal candidate will have experience in event planning, call time management, donor research, online fundraising and financial planning.

Chair Rita Hart was elected in January 2023 to rebuild the Iowa Democratic Party. She is working closely with State House Leader Jennifer Konrath, Auditor Rob Sand, and State Senate Leader Zach Wahls to help Iowa Democrats start winning elections again. You can read her "Mandate for Change" vision document here:

<https://www.bleedingheartland.com/static/media/2023/01/Hart-Vision-for-IDP-2023.pdf>

Status: Full-time employment. Competitive Benefits. Salary range is \$66,000 - \$78,000 annually and is commensurate with experience and qualifications. The Finance Director reports to the Senior Advisor and Acting Executive Director. The position is based in Iowa.

Position Responsibilities Include:

- Work with Party leadership and staff to create and implement a short and longer-term fundraising/financial plan for the Party that defines financial needs and develops new and existing revenue streams.
- Hire and manage appropriate finance staff to reach goals.
- Establish a IDP Finance Committee working closely with Chair
- Manage systems for donor call time.
- Manage and execute large and small events including one major large event annually.
- Maintain and ensure accuracy of donor databases and conducting research on new and potential contributors.
- Act as a resource for Democratic County Parties and down ballot

candidates on fundraising strategy and reporting.

- Manage donor acknowledgement, including timely thank you letters and tracking outgoing letters in the IDP finance database.
- Work with senior staff, Chair, and Comptroller to ensure cash flow and budget projections are met.
- Other duties as assigned.

Desired Skills/Qualification:

- Minimum of two cycles of related work experience for a political campaign, state party, national committee, or a non-profit organization.
- Excellent personal skills with the ability to build and maintain strong relationships.
- Great verbal, written, and interpersonal communication skills, including attention to detail.
- Some staff management experience preferred.
- Large and small project management experience.
- Understanding of both state and federal election law is very beneficial.
- Knowledge of NGP, VAN, and Democratic fundraising tech landscape.
- Willingness to travel throughout Iowa and nationally.

How to Apply:

To apply please send a cover letter, resume and salary requirements to zmeunier@iowademocrats.org Please list "Finance Director Application" in the subject line. Please contact Zach Meunier at 515-244-7292 or zmeunier@iowademocrats.org for any accommodations you need for the application and interview process.

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