**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). 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 benefits including healthcare and dental, a 401(k) match, paid vacation and paid sick leave. Additional incentives and benefits may be available.

**Qualifications**

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

● 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 environment

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 Campaign Director to write and implement finance plans for the Senate Majority Fund, incumbent Senators, and Senate candidates that outline guidelines and goals for successful campaigns.

● Set clear finance objectives, key results, and key performance indicators for Senators and Senate candidates.

● Monitor execution of finance objectives and produce regular reports for the SMF Campaign 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.

● Assist members and candidates in prompt and accurately submitting campaign committee finance reports to the Iowa Ethics Campaign and Disclosure Board.

● 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, Senators, and Senate candidates.

● Staff as necessary at fundraising meetings and prepare required meeting materials.

● Prepare and staff Leader/s 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 the Leader 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 hinch5472@gmail.com Cover letter optional. Please contact Senator Pam Jochum at 563-580-2980 or hinch5472@gmail.com for any accommodations you need for the application or interview process. For questions about this position, please contact the above email address. Consideration of applications will begin immediately and will be ongoing until the position is filled.

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