

The Iowa House Truman Fund (HTF) is a full-time political organization dedicated to building a Democratic majority in the Iowa House of Representatives.

The HTF is looking for an experienced, full-time Finance Director to run an aggressive fundraising operation to help regain a Democratic majority in 2020. The Finance Director will work closely with senior staff, the legislative leadership team, and individual members to draft and execute a 2-year fundraising plan.

Primary Responsibilities:

- Assist the HTF Director in developing an aggressive but realistic 2-year finance plan.
- Develop and execute a multi-faceted short-and long-term finance plan with programs aimed at multiple categories of donors (including PACs, high—and low-dollar individuals, other institutional givers, and online contributors) with program’s targeted at specific constituencies of donors.
- Schedule and manage small-and large-scale fundraising events ranging from small social gatherings to large events with 100+ attendees.
- Manage member call time for the HTF, conduct all follow-up donor correspondence and pledges, and oversee thank you program.

- Build on existing donor database by identifying, research, and recruiting new donors.
- Assist members in building strong relationships with major donors for the HTF.
- Improve and maintain accurate records in NGP, our financial database.
- Staff HTF leadership and other members at finance-related events.
- Facilitating one-on-one and group fundraising trainings
- Staffing call time for select candidates.
- Train Regional Campaign Directors on finance and paid communications and work closely with the field director to ensure the success of these programs
- Recruit and supervise interns to assist with data entry, donor research, and other finance-related tasks.
- Write or oversee drafting of direct mail and online/email solicitations.
- Assist members and in planning and executing fundraising events.

Qualifications

- Strong commitment to electing Democrats to state government.
- Bachelor's degree or equivalent experience.

- Minimum one cycle statewide, congressional, or legislative committee campaign finance director or equivalent experience preferred.
- Experience in and knowledge of the political landscape and key people/organizations in Iowa preferred.
- Experience with NGP strongly preferred.
- Lives in or willing to relocate to Des Moines, IA for the duration of the current campaign cycle.
- Must have a car (position will at times require travel around the state).
- Exemplary time management, planning, and organizational skills.
- Detail-oriented and able to prioritize and manage multiple projects
- Strong written and oral communication skills.
- Work extended hours, including nights and weekends as needed.

Further Information

This position may require extensive hours, statewide travel and infrequent national travel. Salary will be commensurate with the qualifications and experience of the selected candidate. A two-cycle commitment is preferred.

To apply, please e-mail a cover letter, resume, list of three references and a relevant writing

sample to: House Minority Leader Todd Prichard at house@iowademocrats.org. Please contact ewaggoner@iowademocrats.org for any accommodations you need for the application and interview process. For questions about this position, please contact the email above. Applications will be considered on a rolling basis.

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