



The Nebraska Democratic Party is building a team of strong, experienced staff to help reform the party, raise resources, train the grassroots, lead on issues important to voters and elect candidates across our state.

Nebraska Democratic Party Job Opening: Finance Director

Position Title: Finance Director

Reports to: Executive Director

Location: Lincoln, Nebraska

Job Description:

The Nebraska Democratic Party (NDP) Finance Director's primary responsibilities are to carry-out an annual, large-scale fundraiser, several smaller-scale fundraisers, growing the small donor base and to keep the financial operations at the NDP running smoothly on a day-to-day basis. Candidates must pay meticulous attention to detail, have a passion for growing our organization and demonstrate a real commitment to working on a team in an interactive and dynamic environment. The Finance Director will work closely with the NDP's finance committee, Party Chair and Executive Director.

- Plans and executes the NDP's largest annual fundraising event, the Morrison-Exon dinner;
- Helps execute the NDP's annual Salute to Senators dinner;
- Works with the NDP Executive Director to maintain accuracy of the donor database;
- Maintains and expands monthly donor program;
- Works with the Executive Director to ensure that cash flow and budgetary projections are met while creatively identifies new revenue streams including the

day-to-day paying of bills and managing invoices;

- Serves as a resource to county parties, NDP officers, NDP staff, and candidates about fundraising strategy and reporting requirements;
- Plans and executes other smaller dollar donor events throughout the calendar year;
- Works with the Finance Committee of the State Committee to craft fundraising objectives and annual Finance Plan;
- Prepares and manages call time for NDP officers and/or other identified raisers; and
- Manages all donor follow-up activity while maintaining professional and cordial donor relationships.

Desired Skills & Qualifications:

- A minimum of 2 years prior political fundraising experience – experience working on a statewide or congressional political campaign or a state political party preferred;
- Experience with online and direct mail fundraising, call-time management and conceptualizing and executing fundraising events;
- A record of and a commitment to innovative approaches in addition to the traditional fundraising tactics and strategies;
- An understanding of both state and federal election law is preferred, as is a demonstrated ability to understand the interplay of federal and non-federal money;
- Prior experience with targeting contributors and follow-up management;
- Experience creating finance/fundraising plans;
- Experience managing staff and/or volunteers;
- Strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines;
- Detail oriented with exceptional record keeping and organizational skills;
- Responsive and positive team player who enjoys versatility and constant new challenges;
- Exceptional people skills and patience;
- Excellent verbal, written and analytical skills including the ability to publicly speak persuasively in a charged atmosphere;
- An unwavering commitment to accuracy and results;
- Self-starter;
- Effective computer skills, including Microsoft Office Suite, Excel, and NGP/VAN;
- Bachelors Degree and at least two years of related work experience; and

- A strong commitment to Democratic values.

Logistics:

- Must have a valid driver's license, a reliable mode of transportation and the ability to travel extensively at times throughout the state for more than a day at a time;
- Must be able to travel outside of the state, often for several days at a time, to national trainings and events;
- Office hours are typically 9:00 – 5:00, Monday through Friday, however, evening and weekend hours will be needed regularly and the hours will increase during the election cycle; and
- Must have the ability to regularly lift and carry 25lbs.

Salary & Benefits:

The Nebraska Democratic Party offers a competitive salary and benefit package with the opportunity for growth.

Application & Interview Procedure:

To apply, e-mail a cover letter, your resume, and a list of references to Charlene Ligon at charlene@nebraskademocrats.org. Please do not contact by phone. Applications improperly submitted will not be accepted. This position will remain open until filled.

The Nebraska Democratic Party is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, or gender.