

POSITION: Finance Director – DSCF

REPORTS TO: Chair of the DSCF



About the position:

The Democratic Senate Campaign Fund, (DSCF) is seeking a passionate and outgoing Finance Director. The Finance Director will, in tandem with the Executive Director, and DSCF Chair/Co-Chairs craft the DSCF fundraising plans and oversee the implementation and management of finance staff. The Finance Director will be responsible for cultivating and maintaining excellent relationships with current and potential donors to expand our ability to compete in state campaigns.

Duties include but are not limited to:

- Work with Executive Director/DSCF leadership and staff to write and implement ongoing finance plans/budgets for DSCF candidates;
- Raise money for the DSCF
- Supervise and coach campaign finance staff to meet goals;
- Coordinate and maintain candidate call-time schedule;
- Maintain proper materials for call-time and follow-up;
- Plan, manage, and recruit for small and large fundraising events
- Plan, manage, and track goal-oriented data for email fundraising program;
- Create fundraising materials;
- Ensure database integrity for regular correspondence and reporting;
- Assist the candidate campaigns and DSCF in remaining compliant with all state and federal finance laws.
- Other duties as assigned.

Qualifications:

- Minimum of two to three years of related fundraising experience with a state or national committee, political campaign, or non-profit organization;
- Have a clear understanding of campaign finance laws to guide planning, and staff;
- Excellent written and verbal communication skills;
- Strong organizational skills and follow-up;
- Ability and willingness to work long irregular hours including travel in state;
- Experience with small, mid, and large event/project planning;
- Good existing relationships with Colorado donors a plus; and
- Experience with running successful email fundraising programs a plus.

Salary:

Salary is competitive and commensurate with experience, between 55k-62k. Position will include medical and vision insurance benefits at no cost to the Finance Director.

Application Instructions:

Please email Leroy Garcia at coloradodscf@gmail.com your one-page resume summary, and three references as one attachment with “Finance Director” in the subject line.

In lieu of a formal cover letter please include in the body of your email one to two paragraphs on why you are applying for this position and how your skills meet the description above.

Direct any questions to Leroy Garcia at coloradodscf@gmail.com