

ODP Finance Director

The Oklahoma Democratic Party (ODP) is seeking an experienced and motivated individual to serve as Finance Director ready to hit the ground running on day one. Applicants should have experience with campaign and/or political party fundraising, be comfortable soliciting donors, able to manage various multifaceted tasks, able to work collaboratively, be well-organized, and have strong written and oral communication skills.

The Finance Director is a critical member of the ODP's senior team and an integral part of its mission of electing Democrats at all levels of government. The Finance Director will report to the Executive Director and will work directly with our officers, staff, legislative leadership and members, candidates, allied organizations, and more.

This is a full-time position located in Oklahoma City, Oklahoma, and reports to the Executive Director.

Primary Responsibilities and Duties:

- Create and put into action a short and long-term fundraising plan for the Party that encourages the development of new revenue streams while maintaining current programs.
- Track the progress of program, and produce regular reports for the Executive Director, the ODP Central Committee, and the Finance Committee
- Work with the Executive Director in developing programming budgets for the Party.
- Manage finance databases while also conducting research on current and potential contributors, and prospect for new donors.
- Staff and work directly with the Chair and Executive Director on all fundraising activities, including call time and events.
- Be a resource for party officials, party staff, legislators, and candidates.
- Work with the ODP Treasurer and compliance staff to ensure accuracy on all FEC and Oklahoma Ethics Commission reports and appropriately solicit, track, and report campaign finance contributions and expenditures.
- Plan, schedule, and manage small-and large-scale fundraising events.
- Hire, train, and oversee finance staff, performing reviews and encouraging staff development, as well as reviewing staff functions and restructuring job responsibilities, if necessary.
- Conducting accurate and timely donor follow up and acknowledgment.
- Coordinate with Communications Director to raise online contributions through innovative direct email solicitations, popular social media posts, online ads, and high-quality contribution web pages.
- Schedule meetings, arrange briefings and nurture relationships with stakeholders, individual contributors, labor organizations, business groups,

issue advocacy groups, party leaders, elected officials, and candidate campaigns.

- Work with the Executive Director to manage auxiliary fundraising programs, including Dollars for Democrats and DNC Victory Fund.
- Serve as the ODP outreach liaison to designated caucuses.
- Other duties as assigned.

Qualifications:

- Strong commitment to electing Democrats.
- At least two cycles of political fundraising experience is preferred, though other fundraising experience will be considered.
- Exemplary time management, planning, and organizational skills.
- Detail-oriented and able to prioritize and manage multiple projects and staff.
- Experience with NGP and other campaign and finance databases.
- Must have a car, car insurance, and driver's license (position will require travel around the state).
- An understanding of federal and/or state election and campaign finance law is preferred.
- Experience in and knowledge of the political landscape and key people/organizations in Oklahoma is a plus.

WORKING CONDITIONS: Full-time salaried position that offers health and PTO benefits and is part of a collective bargaining unit. Monday through Friday occasional evening and weekend hours, Extended hours during election season and State Convention, a registered voter in Oklahoma and Member of the Oklahoma Democratic Party.

TO APPLY: Interested candidates should submit a resume and a cover letter to sarah@okdemocrats.org with "Finance Director" in the subject line by August 1, 2019. For information on the position's requirements and expectations, please review the description here: okdemocrats.org/jobs

Application Deadline: August 1, 2019.