POSITION: Finance Director/Development Director

REPORTS TO: Executive Director

About the position:
The Colorado Democratic Party, (CDP) is seeking a passionate, outgoing Finance Director. The Finance Director will, in tandem with the Executive Director, raise money, craft the CDP 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 local, state, and national campaigns.

Duties include but are not limited to:
● Work with Party leadership and staff to write and implement ongoing finance plans to raise the Coordinated Campaign and State Party budgets;
● Raise money for the Colorado Democratic Party;
● Supervise and coach finance staff and committee to meet goals;
● Coordinate and maintain officer, partner, and staff call-time schedule;
● Maintain proper materials for call-time and follow-up;
● Plan, manage, and recruit for small and large fundraising events including one yearly dinner;
● Plan, manage, and track goal-oriented data for email fundraising program;
● Recruit and manage finance committee members;
● Create fundraising materials;
● Ensure database integrity for regular correspondence and reporting;
● Assist the and State Party 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 and out of 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. Position will include medical and vision insurance benefits at no cost to the Finance Director.

Application Instructions:
Please email Halisi Vinson at halisi@coloradodems.org 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. Feel free to include samples of fundraising plans, call time scripts, fundraising letters/emails and/or event planning matrix.

Direct any questions to halisi@coloradodems.org, subject line, “FINANCE DIRECTOR”.

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