



Title Finance Director
Department Finance
Location Negotiable
Reports to Executive Director and State Party Chairman

Position Overview

Directly responsible for all aspects of fundraising and finance, including providing weekly reports on the progress of fundraising. Manage the finance department and all employees and interns assigned to the department. Provide training and leadership for employees and Provide logistical support for the Finance Committee.

Essential Job Functions

- Run the daily operations of the Financial arm of the Wyoming Democratic Party
- Run “Call Time” for the party
- Develop potential contributor lists and enhance existing ones
- Organize regular meetings by creating and maintaining agenda’s for all committee meetings and ensuring that all members are clear on times and dates of meetings
- Develop a fundraising plan
- Develop an alternative plan
- Assign a goal for each member of the committee
- Establish some base of steady income for the party for 2008 election and beyond
- Develop and cultivate funding sources
- Develop and maintain an event and mail/phone solicitation program
- Report daily to the executive director
- Be sure to comply with all regulations and laws
- Assist Treasurer, Executive Director, and Chairman with reporting procedures
- Be Politically astute
- Knowledge of Western Politics

Requirements

- Experience in Fundraising is a must, prefer Federal level experience
- Ability to professionally communicate with high end donors
- Computer skills - Word, Excel and fundraising applications
- Strong Public Speaker
- Ability to work odd hours

Salary

- Negotiable, based on experience

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the Wyoming Democratic Party.*

All interested parties should send a cover letter, resume, and references to Brandon Owens, Executive Director of the Wyoming Democratic Party at Brandon@wyomingdemocrats.com. The Wyoming Democratic Party is an Equal Opportunity Employer.