



Finance Director Job Description

Job: Finance Director for Annie's List endorsed candidates and incumbent races around Texas.

Annie's List Mission: Annie's List mission is simple: to recruit, run, and elect Democratic women. To accomplish this, Annie's List has been providing early funding and support for candidates, including trained campaign staff, for 10 years. Annie's List's efforts along with exception women candidates have resulted in 22 endorsed candidates becoming elected officials to serve the public of Texas.

Responsibilities: Annie's List is seeking Finance Directors on behalf of our endorsed candidates across the state. Finance Directors will lead the candidates' fundraising and development goals that include, but are not limited to:

- Manage and execute strategic finance plan which includes events, principal call time, low-dollar online solicitations and direct mail
- Manage principal call time and other activities to hit raise targets and deadlines
- Execute and manage donor research and expand principal's new donor networks
- Supervise work of staff, interns and volunteers as well as finance consultants
- Manage follow up on all correspondence and pledges
- Work closely with compliance staff

Qualifications:

- 2+ cycles of campaign finance experience, previous statewide or congressional campaign finance experience or equivalent
- Must have event planning experience
- Experience managing staff preferred
- Knowledge of NGP, BSD and Excel
- Must have strong written and communication skills
- Working knowledge of state campaign and ethics finance law
- Donor prospecting and research experience preferred
- Prior experience with targeting contributors and follow up management
- Excellent attention to detail and highly organized
- Time management skills are a must
- Flexibility to work evenings and weekends

Compensation: Commensurate with experience.

To Apply:

To apply, please email info@annieslist.com with "Finance Director Application" in the title along with your cover letter, resume, and three professional references. Positions accepted on a rolling basis.