



Arizona Democratic Party
2910 North Central Ave · Phoenix, AZ 85012 · (602) 298-4200

The Arizona Democratic Party (ADP) is seeking a passionate, outgoing Finance Director. The Finance Director will, in tandem with the Executive Director, craft the ADP 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. As a new battleground state, the Arizona Democratic Party needs a robust fundraising program to achieve its ambitious goals.

Position Summary: This role reports directly to the Executive Director

Job responsibilities include:

- Working with Party leadership and staff to write and implement ongoing finance plans to raise the Coordinated Campaign and State Party budgets;
- Supervising and coaching finance staff to meet goals;
- Coordinating and maintaining candidate, officer, partner, and staff call-time schedule;
- Maintaining proper materials for call-time and follow-up;
- Planning, managing, and recruiting for small and large fundraising events including two yearly dinners;
- Recruiting and managing finance committee members;
- Creating fundraising materials;
- Ensuring database integrity for regular correspondence and reporting;
- Assisting the Campaign and State Party in remaining compliant with all state and federal finance laws.

Minimum requirements and skills include:

- 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;
- Ability and willingness to work long irregular hours including travel in state and nationally;
- Experience with small, mid, and large event/project planning.

HOW TO APPLY: This is a full-time position. Please send brief cover letter and resume to operations@azdem.org with subject line "Application: Finance Director" by June 7, 2019.

The Arizona Democratic Party, (ADP), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff. ADP is an equal opportunity employer, and it is ADP's policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, pregnancy, national origin, religion, sexual orientation/identity/expression, ethnic identity or physical disability, marital or military service status including membership in the National Guard, or any other legally protected status. Protected status may also include an individual's marriage to or association with someone with any status listed above.