



Finance Coordinator

Overview

The Nevada State Democratic Party (NSDP) is seeking an experienced Finance Coordinator. The Finance Coordinator will be responsible for managing operations of the department, which include but are not limited to: planning and executing events and other fundraising activities, developing and monitoring call time, building and maintaining donor relationships, and making direct solicitations of state and local donors through multiple channels and media. The Finance Coordinator will have responsibility for developing and executing strategic fundraising plans and meeting performance milestones, with continual progress toward larger organizational goals. Additionally, the Finance Coordinator will be an aggressive innovator of new ideas, approaches, and opportunities to raise funds. The Finance Coordinator reports to the Executive Director and will work closely with NSDP's Treasurer and any other fundraising staff or consultants.

Duties & Responsibilities

- Work with Party leadership and staff to create and implement short and long term fundraising/financial plans that define financial needs and develops new and existing revenue streams; secure buy-in from elected leaders, partners, and allies
- Plan and execute an annual large-scale fundraiser as well as other smaller dollar donor events throughout the calendar year
- Maintain and ensure accuracy of donor database and conducting research on new and potential contributors
- Raise funds through personal call time, as well as prepare and manage call time for NSDP officers and/or other identified raisers
- Drafting fundraising and event communications including multiple weekly fundraising emails, donor reports, electoral reports, social media communications, and direct mail.
- Manages all donor follow-up activity while maintaining professional and cordial donor relationships
- Works with the Executive Director to ensure that cash flow and budgetary projections are met while creatively identifying new revenue streams
- Serves as a resource to county parties, NSDP officers, NSDP staff, and candidates for fundraising strategies
- Other duties as assigned



Desired Skills & Qualifications

- Minimum of two to three years of related work experience on a political campaign, for a state party or national committee, or for a non-profit organization
- Experience with online and direct mail fundraising, call-time management and conceptualizing and executing fundraising events
- A record of and a commitment to innovative approaches in addition to the traditional fundraising tactics and strategies
- An understanding of both state and federal election law is preferred, as is a demonstrated ability to understand the interplay of federal and non-federal money
- Strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines
- Exceptional people skills and patience with the ability to build and maintain strong relationships
- Excellent verbal, written and analytical skills including the ability to publicly speak persuasively in a charged atmosphere
- A self-starter who enjoys versatility and constant new challenges
- Effective computer skills, including Microsoft Office Suite, Excel, and NGP/VAN
- A strong commitment to Democratic values

How to Apply

Send your resume, cover letter, and contact information for two references to jobs@nvdeems.com. Please include "Finance Coordinator" in the email subject line. This position will be open until filled and applications will be reviewed on a rolling basis.

Salary range: \$55,000 - \$60,000 including a comprehensive healthcare and benefits package.

Equal Opportunity/Diversity Policy

The Nevada State Democratic Party (NSDP) prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law. This policy covers all programs, services, policies, and procedures of the NSDP, including opportunity for employment and treatment as a NSDP employee. The NSDP is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment.

NSDP's equal opportunity policy covers all programs, services, policies, and procedures of the NSDP, including opportunity for employment and treatment as a NSDP employee, as well as opportunities for Consultants to contract with the NSDP.

The NSDP is committed to building a staff that reflects the diverse communities that makeup our state and the Democratic Party. Working towards the goal of a diverse NSDP, our policy extends to both Staff and Consultants.

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