



**HOUSE DEMOCRATIC
CAMPAIGN COMMITTEE**

Finance Director

Location: In or near Harrisburg, PA

- This job is based out of the HDCC offices in Harrisburg, PA. It is not a remote opportunity.

Salary: \$6,500/mo plus benefits including a platinum level healthcare package with dental and vision, and a 401(k) with an up to 8% match with a one year vesting period. The HDCC has a comprehensive employee handbook which covers vacation time, sick time and other employee benefits, as well as the HDCC Code of Conduct.

How to Apply: Applications will be accepted on a rolling basis and we intend to fill the position during Q3 of 2023.. Please send your resume to Executive Director Trevor Southerland (trevor <at> pahdcc.com) with finance director as the subject line. Please, don't send a cover letter.

The Finance Director will share the following commitment and values:

- Commitment to maintaining a Democratic Majority in the PA State House
- Desire to grow and implement a successful fundraising program
- Positive, kind, empowering, and no-drama approach to their work
- Help ensure the committee has a strong, respectful, and cohesive team culture

Responsibilities Include:

- Develop and execute a fundraising plan in coordination with the executive team
- Develop and executive a campaign fundraising plan for targeted races
- Create routine reports for the Executive Director and executive team
- General knowledge of compliance (Pennsylvania experience a plus but not required)
- Prep and staff call time with members of leadership team and targeted candidates
- Plan and run small-scale and large-scale fundraisers
- Oversee a thank you program

Qualifications:

- At least two cycles of political fundraising experience
- Extensive knowledge of NGP and ActBlue
- Strong organizational and communication skills
- Experience assembling "pitch docs" -- including a prospectus and presentations

PA HDCC is an equal opportunity employer and committed to providing employees with a work environment free from discrimination and harassment. The PA HDCC is committed to including groups historically underrepresented due to race/ethnicity, religion, age, gender identity, sexual orientation, veteran status, and/or ability. We strongly encourage members of underrepresented and marginalized communities to apply.