

California Democratic Party
12/07/21

Finance Coordinator

Department: Finance Department

Location: Sacramento, CA

Position Summary: The California Democratic Party (CADEM) is the largest state party in the nation, representing over 10 million registered Democrats. CADEM is looking for a highly motivated individual to serve as Finance Coordinator. A strong candidate will be able to quickly learn the processes and procedures of political and grassroots fundraising. It is imperative that the candidate is familiar with local, state, and national politics and has a passion for the important work of the Democratic Party. The Finance Coordinator will work closely with the Finance Director to implement CADEM's aggressive fundraising plan for the 2022 election cycle.

Responsibilities:

- Process incoming contributions and enter detailed information quickly and correctly into finance software.
- Data collection for reporting purposes and database records.
- Manage correspondence for a wide range of donations.
- Maintain, promote and grow grassroots donor programs.
- Support the call time program, including donor research, debriefing, and prospecting.
- Support at virtual and in-person fundraising events—planning, logistics and follow up.
- Other assignments or tasks as necessary relating to finance and fundraising.

Qualities and Qualifications:

- Ability to learn and follow state and federal compliance requirements as they relate to fundraising;
- Excellent task management and willingness to work under deadlines;
- Strong communication skills, especially over the phone;
- Proficiency in computer skills including virtual communication tools (Excel, Word, Google Suite, Zoom, Dropbox, etc.);
- Familiarity with various campaign databases is preferred (ActBlue, NGP, etc.);
- Willingness to contribute to the team effort by performing other tasks as needed,
- Commitment to details, results, meeting goals, and consistent improvement;
- Resilient, resourceful, and adaptive to priority shifts and change (big and small);
- 1-2 years of campaign or political experience recommended.

Apply:

Salary is competitive and commensurate with experience. Position will include medical, dental and vision insurance benefits at no cost to the Finance Coordinator

Application Instructions: Please email your resume and three professional references to fundraising@cadem.org with "Finance Coordinator" in the subject line. Direct any questions regarding benefits to: amy@cadem.org
Applications accepted through January 31, 2022.

The CDP is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, sex, age, gender, gender identity, gender expression, pregnancy, perceived pregnancy, sexual orientation, marital status, religion, religious creed, national origin, ancestry, medical condition, mental or physical disability, genetic information, military or veteran status, domestic violence victim status, denial of family and medical care leave, or any other protected status.