

## **New Hampshire Republican Party Finance Director**

### **Job description:**

The Finance Director will assist with drafting and execution of the Party Annual finance plan for the 2024 election cycle. In addition, the Finance Director will oversee large- and small-scale fundraising events, major donor outreach, digital fundraising, and will be the primary point of contact on all things related to fundraising. The Finance Director will report directly to the Executive Director and the State Party Chairman.

### **Primary Responsibilities:**

- Creating a fundraising plan for the state party with the state party's Executive Director and Chairman
- Assisting to schedule donor meetings and major donor fundraising calls and briefs for the Chairman
- Researching potential donors and managing call time
- Preparing and successfully completing fundraising events
- Creating a plan to grow grassroots small dollar donors
- Maintaining and tracking donor information
- Working to establish fundraising goals, train in fundraising skills, and track/report on fundraising successes

### **Required Skills:**

- One cycles of experience in political fundraising and campaigns or the willingness to learn
- Strong communication, inter-personal and organizational skills that allow you to work closely with others
- Strong understanding of Excel/Google Sheets and be capable of effectively organizing fundraising data
- Detail-oriented with excellent time management, planning, organization skills
- Ability to prioritize and manage multiple projects and to set obtainable goals and meet them
- Team player and a Self-starter
- Ability to maintain a flexible schedule, including frequent evening and weekend work, and ability to travel statewide

### **Required:**

- Resides in or is willing to relocate to New Hampshire area (Office located in Concord, NH)
- Knowledge/ willingness to learn Federal and State financial compliance

### **Compensation:**

- Salary commensurate with experience and skills
- Health Insurance
- Flexible PTO and Vacation Policy

**How to Apply:** Send a Resume/ CV with References to [elliott@nhpsc.com](mailto:elliott@nhpsc.com). Start Date, April/ May 2023