

AMPLIFIED PUBLIC STRATEGIES, LLC

JOB DESCRIPTION

JOB TITLE: DIRECTOR OF FINANCE **JOB CODE:** JM0201
ACCOUNT: JM **SALARY RANGE:** \$50.00 PER HOUR
SUPERVISOR: CHIEF OPERATIONS OFFICER. **FLSA:** EXEMPT / PART-TIME / CONTRACT

Position Summary

Works under minor supervision of Chief Operations Officer to be responsible for the role of Director of Finance

Reports To: Chief Operations Officer

Duties and Responsibilities:

- Create a multi-faceted short and long term fundraising plan for the assigned accounts that encourages development of new revenue streams while maintaining current streams.
- Maintain programmatic budgets for the organization.
- Work with the C.O.O. to track income and adjust goals, as needed.
- Manage database, conduct research on current and potential contributors, and prospect for new donors.
- Be a resource on fundraising strategy and reporting.
- Coordinate with Compliance Consultant to monitor compliance and appropriately solicit, track, and report campaign finance contributions and expenditures.
- Raise funds through consistent personal call time, business connections and ensure, prepare and staff during call time.
- Plan, coordinate and execute several large-scale fundraising events and mid-level regional events throughout the year.
- Directing teams of staff, interns, and volunteers in the planning and execution of events and other fundraising tactics.
- Hire and manage all finance staff, performing reviews and encouraging staff development, as well as reviewing staff functions and restructuring job responsibilities, if necessary.
- Conducting accurate and timely donor follow up and acknowledgement.
- Engage staff by creating an organizational culture of fundraising.
- Coordinate with Digital Director to raise online contributions through innovative direct email solicitations, popular social media posts, online ads and high quality contribution web pages.
- Establish and administer a sustaining donor programs.
- Schedule meetings, arrange briefings and nurture relationships with stakeholders; individual contributors, organizations, business groups, issue advocacy groups, elected officials and campaigns.
- Performs other related duties if necessary.

Minimum Qualifications

Excellent personal skills with the ability to build and maintain strong relationships. Detail oriented and comfortable working in a fast-paced office environment. Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture. Superior project management skills. Knows how to plan a project or program, track progress, and adjust resources as needed. Understand long and short-term strategy. Be able to help create a long-term plan for the assigned account(s), monitor progress, and stick to goals. • Stellar communications skills, both written and oral. • Fundraising prowess. Understand how both low and high-dollar fundraising works. Experience with online fundraising. Creative outreach to new funding sources. Understanding of both state and federal election law is very beneficial. At least 2 years of political, campaign, or finance organization or a combination thereof. Willingness to travel on occasions. Knowledge of NGP software is preferred.

SPECIAL REQUIREMENTS:

- Must pass PCI Background Investigation (Local and National).



TH 07/13/2021