



Finance Director

The Ben Sigel For Congress campaign is seeking a finance director who will be responsible for developing and executing a fundraising plan that will enable the campaign to meet its financial goals. The ideal applicant will bring a strong attention to detail, sharp analytical skills and a positive attitude. This position is based in Greater Boston, MA.

Duties include but are not limited to:

- Develop fundraising plan
- Manage donor database (NGP)
- Manage candidate call time
 - Creation of targeted donor solicit universes (high, mid, and low tier)
 - Organization / implementation of call time
 - Create call sheets
- Manage fundraising events
 - Manage creation of invitations, as well as creation/ targeting of invitation universes
 - Create and manage internal tracking mechanisms to track progress/success
 - Provide ongoing updates to hosts (when desired)
 - Oversee/review day of event needs (catering, valet, staffing, supplies, etc.)
- Manage solicitation programs outside of call time
 - Hard Mail, Email & Social Platforms - Will build and grow campaign e-mail list(s)
- Manage finance communications; create/refine language for all finance communications

Qualifications:

- Prior campaign fundraising experience preferred
- Excellent verbal and written communications skills
- Strong organizational skills
- Proficient with Microsoft Word and Excel, ActBlue, and NGP
- Must be able to thrive in a fast-paced environment

To apply, email resume to info@bensigelforcongress.com with the subject including your name and the job title.

Equal Opportunity Employer

The Ben Sigel for Congress campaign recognizes the importance in diversity and inclusion and is committed to fostering a diverse, welcoming and inclusive staff at all levels of the organization. Ben Sigel for Congress is an equal opportunity employer.