



DEMOCRATIC PARTY OF YORK COUNTY

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Job Title:		Director of Finance and Fundraising	
Level/Salary Range:	Volunteer	Position Type:	Volunteer
Contact:	Chad Baker	Date Posted:	April 4, 2019
Will Train Applicant(s):	Yes	Posting Expires:	April 19, 2019

Applications Accepted By:

EMAIL:

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Democratic Party of York County
 Company Name
 135 South Duke Street
 York, PA 17401

Job Description

The Democratic Party of York County is seeking a Director of Fundraising and Finance to lead the organization's fundraising/development efforts. Today, the Party raises funds to support candidates, .to assist in electing quality Democrats throughout the county and to support the day-to-day operations of the party. This position will build and supervise a small team of volunteers and interns to help guide the countywide efforts to meet the long-term development goals. Reporting directly to and working closely with the Chair of the Democratic Party of York County, this position will be a key executive committee role within the Party and will assist in leading the organization to fulfill its mission.

ROLE AND RESPONSIBILITIES

- Lead the creation and execution of a multi-year, comprehensive, and sustainable development plan designed to help achieve the targeted increases in fundraising revenue.
- Manage/supervise all fundraising/development activities, including partnerships/sponsorships, individual giving programs, and fundraising events.
- Manage/supervise Chairman's Club operations, including organization of two donor events annually, developing a regular renewal process for donors and
- Build and manage a portfolio of donors and prospects, and personally cultivate, solicit, and close large financial gifts from individual donors.
- Work with the Chair and the Executive Committee to identify and pursue major donors and prospects, and engage them as appropriate in the donor cultivation, solicitation, and stewardship processes.
- Work with the Party Treasurer to ensure fundraising efforts are running in conjunction with key events and activities during the fiscal year.
- Assist in managing a donor database and fundraising, to include elements around prospect identification, wealth screening, and contact management.
- Attend local events, party affiliated group meetings, etc. to network with potential donors
- Supervise and offer assistance to the Spring Breakfast and Fall Dinner Planning Committee Chair
- Serve as a voting member of the Executive Committee of the Democratic Party of York County

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Advanced degree from an accredited institution in Management, Public Administration, or another relevant field. Master's Degree preferred but not required.

- At least 2-3 years of experience in fundraising, including strategy development, team management, and a proven track record of managing a portfolio of donors/prospects and closing large gifts.
- Understanding of and experience in the political fundraising field strongly preferred.
- Must possess a valid driver's license.

PREFERRED SKILLS

- Must have strong and polished interpersonal, written, and oral communication skills.
- Creative, strategic, and analytical thinker with the ability to manage multiple projects simultaneously while prioritizing tasks to meet goals and deadlines.
- Must be highly organized and able to work well with others.
- Must be knowledgeable in Microsoft Office and Windows based computer application and database management.
- Must be knowledgeable in fundraising trends and best practices, including tools and techniques relevant to the political fundraising sector in particular.
- Highly developed cultural awareness and ability to work well in with people from diverse backgrounds and cultures.