



## **Finance Director**

Reports to: Chief Operating Officer (COO)/Executive Director  
Works with: Chairman, CRP staff, outside counsel and consultants  
Location: Sacramento  
Job Status: Full time  
Exempt

### **About the California Republican Party**

The California Republican Party (CRP) is the official organization of the ballot qualified Republican Party, and exercises general direction over the statewide election campaigns for Republican nominees for state elective office. The CRP's members are the registered Republican voters in California.

### **Overview of Responsibilities**

The Finance Director will be responsible for the development and execution of a finance plan that will raise the funds necessary for the CRP to fully fund all needs and goals. Reporting to the COO, the Finance Director will work closely with the Chairman, in charge of keeping Chairman's fundraising on track.

### **Essential Duties**

- Develop and implement a comprehensive finance plan that lays out all of the fundraising programs and goals necessary to fully fund the CRP's annual budget
- Establish quarterly, monthly, and weekly fundraising goals and a plan to meet those goals
- Manage, schedule, and track Chairman's call time, as well as personal call time
- Plan and coordinate principal scheduling requests related to fundraising
- Track income from all CRP Fundraising programs
- Build and maintain the donor database, increasing both large and small donors
- Manage all financial correspondence: follow ups, pledges, reporting notices, and thank you notes
- Oversee the direct mail, telemarketing, and online giving programs
- Oversee the Golden State Leadership Team
- Plan and execute master calendar of all fundraising activities
- Draft all fundraising communication and literature
- Work with the Accounting Department to ensure accurate accounting
- Work with Legal Counsel on all fundraising materials
- Supervise Finance staff and consultants
- Other duties as assigned

### **Preferred Capabilities**

- BA required in a related field
- 5-7 years fundraising experience in Republican politics or related field
- Previous supervisory experience
- Strong oral and written communication skills, including quantitative analysis, spreadsheets, and databases
- Highly collaborative and perceptive, and shows prudent analysis in problem solving
- Ability to work independently and take direction; organizational skills to manage multiple projects, ability to work on tight and changing deadlines, and manage workload amongst various priorities and work projects
- Strong interpersonal skills, ability to report to various supervisors
- Detail-oriented
- Ability to maintain confidentiality of work
- Work is conducted in an office environment; job requires ability to work with office equipment, files, lift boxes and materials of up to 25 pounds