



Deputy Finance Director, Mid-Range Donors

Reports to: Finance Director
Works with: CRP staff, outside counsel and fundraising 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 Deputy Finance Director, Mid-Range Donors will report to the Finance Director and work closely with designated fundraising consultants and support initiatives designed to increase revenue to the Mid-Range Donor Program.

Essential Duties

- Direct the strategy, growth, and maintenance of the Mid-Range Donor Program
- Oversee the research on current and potential Mid-Range donors
- Schedule, manage planning and logistics, and complete follow-up for Mid-Range donors including but not limited to conference calls with the Chairman
- Manage all incoming checks for Mid-Range donors by tracking arrival, entering in database and handing over to Accounting Department for deposit
- Assist the Finance Director on event planning for all Mid-Range donor events
- Manage and oversee a group of regional fundraisers monitoring their goals
- Work with Accounting Department to ensure accuracy in accounting
- Other duties as assigned

Preferred Capabilities

- BA required in a related field
- 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