



Finance Director Position

Hawai'i US Congressional District 2 for 2020

State Senator Kai Kahele is seeking a strong, entrepreneurial and experienced, full time Finance Director for the upcoming 2020 campaign for his bid for Hawaii's 2nd Congressional District.

Specific Responsibilities

- Develop and execute a strategic finance plan to include local and national call time, large donor events, and low-dollar solicitation strategy.
- Work in coordination with the Finance Committee, the Chair, Campaign Manager, and Treasurer to set and meet goals for dollars raised on a monthly and quarterly basis.
- Recruit, manage, and support output from the Finance Committee.
- Develop and execute strategy around call time, meetings with donors, online fundraising, partner networks, events, constituent populations, and direct mail.
- Manage, staff, and maximize call time to include research of potential donors, creation of call sheets, development of donor networks, donor relationship management, commitment tracking, and scheduling in coordination with the Campaign Manager.
- Work with Treasurer to ensure donor information accuracy and compliance with state and FEC laws and guidelines.
- Coordinate fundraising events, including relationship management with hosts, coordination of volunteers, tracking of all expenses with receipts.
- Manage and work in coordination with any firms that the campaign engages to raise money, including digital, and direct mail.
- Track and report on all of the campaign's financial interactions through NGP, as well as maintain the campaign's NGP database, including import of existing donor data.
- Recruit and manage finance staff, volunteers, and interns, as well as finance consultants.
- Execute and manage donor research and expand new donor networks.

Qualifications

- 1-4 years of campaign fundraising or finance experience, congressional and statewide campaign fundraising a plus, with ideas about development of a finance plan.
- A strong background in NGP and ActBlue fundraising platforms as well as general computer, Google Drive, Microsoft Office, Excel, and calendar capabilities.
- Working knowledge of FEC and federal state campaign ethics finance laws and compliance rules.
- Prior experience with targeting contributors and follow up management on all correspondence and pledges.
- Background in digital fundraising and ad acquisition a plus.

- Superior time management and communication skills, strong emotional intelligence, very detail-oriented, ability to work as a team leader.
- Willing and capable of performing campaign hours, including evenings and weekends.
- Strong ties within the Hawai'i community and knowledge of local networks is preferred.

Salary will be commensurate with experience but will take into consideration need for supporter housing, benefits, and salary requirements. Candidates should propose an appropriate package and will consider offers between \$4,000 – \$6,000 total costs.

To apply, please submit a cover letter, resume, and three professional references to Kahele For Congress at: info@kaikahele.com

Please submit your completed application by COB on Friday, September 6th 2019.

We are an equal opportunity employer and encourage workplace diversity. We do not discriminate based on race, color, ethnicity, national origin/place of birth, gender, gender identity, gender presentation, sexual orientation, class, age, marital status, ability, religion, or other personal attributes.