



Position Title: Deputy Finance Director

Department: Finance

Reports to: Finance Director

Location: Minneapolis, MN

Type: Full-time / Campaign Position

### **Overview:**

Minnesotans for Klobuchar is hiring a full time Deputy Finance Director who will play a key role in identifying, building out and executing a wide range of fundraising events in Minnesota. This is a mid-level position, with previous finance experience a must. You will be an ambassador for the campaign and help execute the campaign's vision and finance outreach strategy through tailored event planning, strong communication with hosts and supporters, and on-the-ground execution and staffing. The ideal candidate is creative, highly organized, people-oriented, cares about politics as a means to improve people's lives, and excited to join us in Minneapolis for a fast-paced campaign built to win.

### **Key Responsibilities:**

#### **Relationship Building, Event Planning & Execution**

- Building fundraising events from start to finish, including identifying hosts; building outreach lists for call time, phone, and email outreach; creating invitations; and executing follow up
- Cultivating donor support to grow their investment in the campaign, raise from their networks, host events, etc.
- Staffing fundraising events and meetings, including preparing materials for Senator Klobuchar

#### **Finance & Administrative Support**

- Working with finance team to meet fundraising goals, including supervising Finance Associates and interns
- Prepare call sheets, meeting summaries, and follow-up materials.
- Draft detailed event memos and briefing materials for Senator Klobuchar, senior staff, surrogates and partners.
- Support the Finance Director with research, tracking stakeholder engagement, and maintaining contact lists and databases. Help identify unique opportunities for engagement that fits the brand of the campaign.
- Represent the campaign professionally at events and meetings.
- Perform other campaign-related duties as assigned.

### **Qualifications:**

- 3+ years of experience in fundraising, ideally with campaigns and showing increased responsibility cycle-to-cycle

- Highly organized with strong attention to detail and the ability to manage multiple projects and junior level staff at once.
- Strong interpersonal and relationship-building skills; comfortable engaging with a wide range of supporters and leaders across a range of backgrounds, including non-political spaces and those outside your comfort zone.
- Self-motivated and a team player interested in building a strong campaign culture as a mid-level manager.
- Commitment to the mission and values of the campaign – to bring people together and improve the lives of Minnesotans.
- Ability to work non-traditional hours (evenings and weekends) as required by campaign schedules.
- Proficiency with Microsoft Office, Google Docs
- Access to reliable transportation (and a valid driver's license)
- Based in Minnesota or willing to relocate for the duration of the campaign.

**Desired Attributes:**

- Self-starter with a positive attitude and strong work ethic.
- Discreet, professional, and detail oriented.
- Outgoing and able to engage strangers and activate people to join a cause.
- Attentive to people's needs, and wants to serve as a joyful ambassador for the team.
- Flexible and adaptable in a fast-paced environment.
- Team player who takes direction well and is eager to learn.

**Compensation & Benefits:**

Compensation for this position is highly competitive and commensurate with experience. Employees are paid on the 15th and last day of each month and receive a competitive benefits package including health care.

**To Apply:**

To apply, please send a resume to [cate@amyklobuchar.com](mailto:cate@amyklobuchar.com) AND [hiring@amyklobuchar.com](mailto:hiring@amyklobuchar.com). Cover letter optional. Please list 'Deputy Finance Director Application' in the subject line. Applicants will be reviewed on a rolling basis until filled.

We are committed to making our hiring process accessible. If you need assistance or an accommodation to apply, please email [cate@amyklobuchar.com](mailto:cate@amyklobuchar.com) AND [hiring@amyklobuchar.com](mailto:hiring@amyklobuchar.com).