

TONY VARGAS FOR CONGRESS

Deputy Finance Director Job Opening

Tony Vargas for Congress is hiring a Deputy Finance Director to join our team for the 2022 cycle. The Deputy Finance Director will work directly with the Finance Director and members of the finance team on all aspects of the finance operation. The ideal candidate for this position will be self-motivated, hardworking, and have some experience on a campaign, committee, or PAC, preferably in the finance department.

Job Responsibilities:

- Lead the development and execution of in-state fundraising events, including drafting and sending invitations, creating invitation universes, managing internal tracking, and staffing events
- Help implement a finance plan that achieves and exceeds the campaign's fundraising goals
- Track donor relationships and contacts on NGP and Numero
- Assist in staffing the candidate and preparing memos, briefing document, and other materials for the candidate
- Coordinate and draft all written fundraising solicitations, and track their metrics
- Manage finance interns and volunteers
- Assist finance and campaign staff with additional duties as needed

Qualifications:

- Self-motivated, organized, and willing to grow and take feedback
- Strong organizational and time management skills
- Ability to balance and prioritize between multiple projects
- Excellent written and verbal communication skills
- Superior attention to detail
- Ability to work in a fast-paced environment and meet tight deadlines
- Commitment to establishing a culture of respect and community on our campaign
- The capacity and willingness to work irregular hours, including nights and weekends

Please send your resume to jackson@vargasfornebraska.com and include "Deputy Finance Director" in the subject line of the email. Applicants will be considered on a rolling basis with a start date as soon as possible.

The salary for this position is \$3,500 - \$4,500 a month, commensurate with experience. Applicants will be required to relocate to Omaha, NE.

Tony Vargas for Congress provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type. We welcome applicants

from any educational background, race, ethnicity, religion, sexual orientation, gender identity, or any other characteristic protected by federal, state or local laws.