

**Description:**

The [Leslie Mehta](#) for Congress campaign is seeking a motivated and hard-working Finance Director to join our team, as we work to flip Virginia's First District from red to blue. The Finance Director will be tasked with creating and executing a comprehensive finance plan for the campaign, cultivating relationships with state and national donors, overseeing the success of our low to high-dollar fundraising events, and managing our Deputy Finance Director. The Finance Director will report to the Campaign Manager.

Candidates who are comfortable handling the following responsibilities at the intermediate level are encouraged to apply. This is a full time position with a salary commensurate with the applicant's experience, and an immediate start date. Richmond-area preferred, but negotiable.

To Apply: Please email your resume and two references to Hannah@lesliemehta.com and Rachel@dverstrategies.com and the subject line: [Your Name], Finance Director. Applicants will be considered on a rolling basis.

Responsibilities:

Position will include, but is not limited to:

- Develop and implement a bold fundraising plan for the overall campaign, including goal setting, projections, and consistent reports on status
- Oversee day-to-day fundraising operations
- Build and foster relationships with donors and PACs across and outside Virginia
- Manage the Deputy Finance Director, working closely together on a robust fundraising event slate, and expanding the call time program
- Staff all fundraising events
- Staff candidate during other in-person and/or virtual events, as necessary
- Work closely with Campaign Manager, consultants and state/national partners to strategize on campaign finance goals
- Other duties, as needed

Qualifications:

- A dedicated commitment to electing Democrats
- 1-2 cycles of campaign finance experience preferred
- Experience working directly/1x1 with a candidate
- Strong people-management skills, comfortable being a team-lead
- Excellent organizational and planning skills, detail-oriented
- Comfortable working under pressure and in rapid-response environments
- Proficiency with NGP, ActBlue, and Google Suite
- Access to reliable transportation, a smartphone, and a laptop