Job Posting

TITLE: Democratic Party of Arkansas Development Director/Consultant

LOCATION: Little Rock, AR

REPORTS TO:
Democratic Party of Arkansas Chief of Staff

SCOPE OF POSITION:
The Development Director is responsible for all the fundraising activities of the Democratic Party of Arkansas. This includes building a network of donors to sustain party operations year around and support all election cycle funding. The position will have a keen focus on developing lapsed donors, new donors, building out the small donor network, developing planned giving, maintaining and updating donor databases, and planning fundraisers. The Development Director is also responsible for raising funds and managing high level donor relationships alongside the Party Chairperson, Vice Chairs & Chief of Staff. This position may be contracted or a full-time employee.

ESSENTIAL JOB FUNCTIONS:
● Develop and grow all donor programs with demonstrable and documented goals and results
● Work with the Party Treasurer, and finance committee on fundraising strategies, goals, and messaging.
● Writing and executing a comprehensive finance plan and securing buy-in from elected leaders, party supporters, and donors
● Researching donors, scheduling and managing call time with the Chairperson and other individuals as necessary (Vice Chairs, Chief of Staff, elected officials, etc)
● Identify lapsed donors, high-level individual donors and all other upgrade opportunities from existing donors
● Schedule and hold one-on-one solicitation meetings with current and prospective donors
● Renew contributions of donors from previous year and maintain a database of details on all renewals
● Manage Heart of the Party small donor program and ensure all new and recurrent donors receive all materials and advertised incentives. Maintain accurate and detailed
records including baseline giving goals, monthly, quarterly, and yearly progress toward program goals. Monthly written reports provided to Chair and Chief of Staff

- Collaborate with Party Staff as necessary to target messaging for fundraising
- Serve as a resource for County Committees and candidates at all levels including county, regional, and statewide offices
- Work closely with Communications to draft fundraising and event communications, including acquiring approval from Chair, Chief of Staff, and elected officials, candidates, initiative campaigns, etc. This includes but is not limited to multiple weekly fundraising emails, donor reports, electoral reports, social media communications, and direct mail.
- Work closely with compliance staff to ensure contributions are tracked appropriately and maintained with detailed records in NGP
- Work with the Chairperson, Chief of Staff, Operations and Communications to develop and execute regional and statewide fundraising and “friend raising” events to include sponsorships, seated dinners to receptions and low dollar events
- Work with outside vendors as necessary
- Support other Party operations and events as necessary
- Other duties as assigned

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

- Bachelor’s Degree in Communications, Business Administration, or non-profit management preferred
- Ability to maintain confidentiality when working with sensitive financial information
- Experience with NGP finance software
- Three (3) cycles or more of campaign experience in a development position or political fundraising experience
- Understanding of federal and state campaign finance laws
- Proficient in MS Office Suite
- Excellent written and verbal communication skills to include public speaking and presentations
- Excellent time management skills
- Ability to travel the entire state and out of state when necessary
- Ability to problem solve and prioritize in a fast-paced environment
- Available to work after hours and weekends as needed
- Positive, energetic, constituent focused attitude.
- Must possess a valid Arkansas Class D (Non-Commercial Vehicle) driver’s license before employment and maintain licensure for the duration of employment in this position

Disclaimer: This document in no way constitutes an employment contract, implied or otherwise. This position may be employee or contract based.