



Nikki for Congress is seeking a strategic and detail-oriented **Finance Director or Deputy Finance Director**. This individual will be responsible for the development and execution of a robust fundraising program to ensure the campaign has the resources necessary for victory and long-term sustainability. This is a permanent position and will continue on from the general election.

Primary Responsibilities

- **Fundraising Strategy:** Develop and execute a comprehensive finance plan with ambitious fundraising goals across national and in-state channels.
- **Management:** Directly supervise and develop the Call-Time Manager; oversee the execution of the thank-you note process and daily call-time operations.
- **Consultant Liaison:** Serve as the primary campaign point of contact for national fundraising, digital, and PAC consultants.
- **Events & Travel:** Lead the planning and execution of in-state and national fundraising events; support the candidate during national fundraising travel (approx. 10–15%).
- **Data:** Manage the donor database (NGP) to ensure meticulous record-keeping
- **Budgeting:** Reports to the Campaign Manager to support budget reconciliation..
- **Partnerships:** Cultivate and maintain relationships with national, state, & district donors and partners

Qualifications

- **Experience and Skillset:** A proven track record in political fundraising, campaign finance, or high-level development. The depth of the candidate's professional skillset and historical performance will determine whether they are hired as a Director or Deputy Director.
- **Competitive Background:** Experience on a highly competitive congressional race is strongly preferred.
- **Technical Proficiency:** Mastery of NGP/VAN and the Google Suite (Docs, Sheets, Slides) is required. Familiarity with ActBlue and digital/SMS fundraising platforms.
- **Compliance:** Strong working knowledge of FEC regulations and campaign finance law; experience working alongside a professional compliance firm.
- **Communication:** Exceptional verbal and written skills; comfort engaging with major donors, elected officials, and stakeholders.
- **Leadership:** Demonstrated ability to manage staff or interns and a commitment to their professional development.
- **Logistics:** Must be willing to reside in Illinois and travel as needed for national fundraising efforts. Illinois ties appreciated, but not required.

Compensation and Benefits

Compensation is competitive and based on experience. The campaign provides 3 weeks paid vacation per year, and full coverage for health, dental, and vision benefits at no cost to staff.

Application requirements

Please send the following materials to jim@nikkiforcongress.com:

- **Resume**
- **Cover Letter**
- **Three References**