



Job Posting: Finance Director

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About Michelle Wu

Michelle Wu is a mom, a daughter of immigrants, and a fierce believer that we can solve our deepest challenges through building community. As a Boston City Councilor, Michelle has worked in coalition to deliver bold, systemic change and redefine what is possible through activist city leadership across our neighborhoods.

About the Position

Michelle Wu's campaign committee is seeking a self-motivated, creative, and collaborative Finance Director who values grassroots participation. The finance director will develop and execute the finance and fundraising plan.

Responsibilities

- Develop and execute finance and fundraising plan
- Develop, implement, and manage all call time programs, events, and donor prospecting and research
- Maintain relationships with existing donors and identify new donors
- Manage finance staff, interns, volunteers, and/or finance consultants
- Work collaboratively with Campaign Manager and Treasurer
- Manage follow up on all finance correspondence and pledges

About You

- You are passionate about justice, equity, and progressive leadership
- You have creative, out of the box ideas for fundraising events
- You have multiple cycles of campaign experience, including one at a finance management level (ie deputy Finance Director)
- You are fluent and have experience in all aspects of a campaign finance program, including call time, budget management, events, digital, managing a finance committee, and mail - but are always willing to learn and try new ideas and tactics
- You have significant experience with NGP
- You have experience with staff and volunteer management and value their input and experiences

This position will have some remote components, but will require some in-person staffing, observing COVID-19 safety guidelines. Applicant interviews will begin immediately.