



## **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.*