

We're looking for a

Deputy Finance Director

Company Overview

Ship Creek Group (SCG) specializes in projects with clear end goals that require multiple competencies, including local campaigns, ballot initiatives, and marketing for nonprofits. We are a one-stop-shop, our work ranges from coordinating a candidate's schedule, to rebranding local nonprofits and small businesses, to shooting and producing professional TV commercials. Our team is built around the idea that a small group of folks with shared values and different skills can get stuff done more effectively by working together. We adhere to the simple premise that our work should push forward leaders, organizations, and ideas that raise the bar in our community.

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| Position | Deputy Finance Director |
| Location | Anchorage, AK (Position requires in-person and remote work) |
| Job type | Full-Time Exempt (Permanent role subject to the outcome of a bi-directional check in after 6 month probationary period) |
| Start date | ASAP |
| Salary range | \$60,000-\$70,000 p/a, commensurate with experience |
| Reports to | Finance Director |
| Benefits | 5 weeks PTO, paid holidays, health insurance, retirement plan, profit-sharing opportunities (to be determined) |

We believe that co-creating each position to fit the skills, experience and interest of the right candidate is key to successfully tackling some of the big challenges we aim to solve as a team. Please consider the below description as a guide to what we're looking for, but not a prescription. If you think you'd be a great addition, we want to hear from you! Salary will flex based on a candidate's experience.



Position summary

SCG is seeking a Deputy Finance Director to oversee multiple candidate finance programs. The Deputy Finance Director will lead the development, implementation and management of call time programs and provide additional support for other finance programs including fundraising events, online, email, and direct mail fundraising programs, and donor prospecting and research for a variety of campaigns/projects. The Deputy Finance Director will also work closely with the Compliance Team to ensure all fundraising activities are properly documented and reported to APOC and other oversight bodies as necessary, though they will not be responsible for that reporting. The Deputy Finance Director will work across a portfolio of projects, including but not limited to municipal, gubernatorial, legislative, or ballot initiative campaigns, giving them the opportunity to build meaningful relationships with a broad range of candidates and elected officials. They will be responsible for keeping detailed records and finance plans and forecasting fundraising projections under the supervision of senior staff.

Duties & areas of activity

95% General Fundraising Duties

- Under the supervision of the Finance Director, build out and maintain individual fundraising plans for state and local candidates, including budget and projections across call time, email, events, mail, texting, and other programs;
- Draft, edit, and review written fundraising materials including emails, mailers, social media posts, and text messages;
- Manage donor thank you process by tracking contributions, pulling mailing lists, coordinating with mail houses, managing thank you postcard inventory, and scheduling post-campaign thank you phone calls;
- Collaborate with Creative and Digital teams to produce collateral and digital ads to support campaign fundraising goals;
- Coordinate with Project Managers to ensure alignment with campaign budget, messaging, and strategy;
- Coordinate with Senior Compliance Director to ensure all fundraising activities are completed and reported in accordance with relevant APOC regulations.

Events

- Plan and execute virtual and in-person fundraising events by securing co-hosts, speakers, and attendees, conducting email and social media promotion, working with external vendors as needed, and event set-up, staffing, and take-down;



- Complete timely follow-up with event co-hosts and attendees via email, phone, and text.

Call time

- Develop and implement comprehensive call time programs for multiple candidates running at the state and local level;
- Coordinate with candidates and Project Managers to schedule weekly call time sessions necessary to meet campaign fundraising goals;
- Prep for and virtually staff 10-20 hours of candidate call time per week, which includes writing template emails, conducting donor research, pulling target lists from NGP and Campaign Deputy databases, setting up emails and lists in dialer program, and staffing candidates during calls;
- Conduct timely pledge follow-up with donors via email, phone, and text;
- Maintain integrity of donor database by accurately recording all notes, pledges, follow ups, and other donor information in NGP 8 or Campaign Deputy.

5% other duties as assigned

Desired qualifications

- We are looking for a candidate with at least three of the four criteria outlined below:
 - Supervisory Experience - You have previously supervised and coordinated staff to complete projects and achieve outlined goals
 - Fundraising Experience - You have fundraised or served in a development role for campaigns, non-profits, or other entities
 - Alaska Political Acumen - You are connected to Alaska and have some familiarity with the Alaskan political landscape
 - Systems Management Experience - You have are a hard worker, have excellent organizational skills and the ability to setup and manage systems for multi-faceted projects or programs
- Additional skills:
 - You're fluent in Google Workspace, particularly Sheets, Docs & Drive and have experience with project management software.
 - You thrive on campaign energy and are comfortable working long, irregular hours in a fast-paced environment under tight deadlines



How to apply

Please email a resume and cover letter to admin@shipcreekgroup.com.

Applications without a cover letter will not be considered.

