

We're looking for a  
**Finance Director**

### Company Overview

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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.

<b>Position</b>	Finance Director
<b>Location</b>	Anchorage, AK (Position requires in-person and remote work)
<b>Job type</b>	Full-Time Exempt (Permanent role subject to the outcome of a bi-directional check in after 6 months)
<b>Start date</b>	March-April 2024 (flexible)
<b>Salary range</b>	\$70,000-\$90,000/year, commensurate with experience
<b>Reports to</b>	Kim Jones, Head of Specialist Teams
<b>Benefits</b>	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

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SCG is seeking a Finance Director to oversee the Fundraising team. This position will have the opportunity to hire and grow our Fundraising Team and develop fundraising programs to best fit the needs of our clients - including call time, events, direct mail, PAC outreach, and donor prospecting. Additionally they will oversee the fundraising work of The Digital Content Producer, whose time is split equally between the Fundraising and Digital teams. The Finance Director will work closely with the Senior Compliance Director on ensuring all fundraising activities are properly documented and reported to the Alaska Public Offices Commission (APOC), and will also coordinate with Campaign/Project managers on messaging and strategy. The Finance Director will work closely with the Senior Leadership Team to inform the growth and success of the company.

## Duties & areas of activity

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- **50% Direct Management**
  - Hire, supervise, and train Fundraising staff
    - Develop training tools to onboard new team members and document the most critical information/ processes within Ship Creek Group's shared drives
    - Delegate responsibility fairly among staff, ensuring the duties are successfully accomplished across all clients
    - Conduct regular check-ins with team members that creates space to problem solve work issues, and when appropriate discuss longer term work goals
    - Identify opportunities for team members to grow and achieve their goals, and facilitate that process
    - Make a plan for vacation or sick time such that Fundraising responsibilities stay on track and teammates understand their tasks during scheduled off time
  - Work with the Senior Leadership Team to make important decisions regarding the business, our clients, and our staff
- **50% Execute or oversee execution of Fundraising Programs**
  - Setup systems for individual campaigns/projects according to agreed timelines, including the donor database, calltime system, unique donation pages, and fundraising budget



- Build individual campaign finance plans, flag when weekly totals or overall projections are underperforming
  - Organize fundraising team tasks and deadlines using Wrike
  - Build and manage donor prospect lists
  - Schedule and organize staffing of calltime for each candidate, prep contacts in calltime program, update emails and voicemails throughout the election to retain accuracy
  - Draft and send fundraising mail according to the fundraising plan, including targeting
  - Execute regular fundraising events according to finance plans, including cohost recruitment, promotion, speakers, logistics and staffing the event
  - Initiate PAC outreach to key PAC leaders within 1 month of campaign startup, following up in a timely manner
  - Distribute Thank You cards at least monthly through election day
- Support the fundraising work of the Digital Content Producer
  - Lead development and sending of content for fundraising emails and fundraising texting programs, according to fundraising plans
- Coordinate with the Compliance Team to ensure all fundraising activities are properly documented and reported to the Alaska Public Offices Commission (APOC)
- Coordinate with Campaign/Project Managers to incorporate primary messaging into fundraising materials

## Desired qualifications

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- We are looking for a candidate with at least three of the five 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 Connection - You are connected to Alaska and have some familiarity with the Alaskan political landscape
  - Political Acumen - Have political chops from previous political experience
  - 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

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Please email a resume and cover letter to [admin@shipcreekgroup.com](mailto:admin@shipcreekgroup.com).

**Applications without a cover letter will not be considered.**

