



## **Texas Finance Director**

**Location:** Austin, Texas (with some statewide travel required)

**Reports to:** Finance Director

**Position Type:** Full-time

**Start date:** ASAP

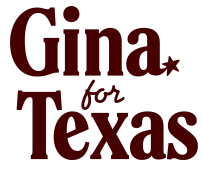
**Salary:** Commensurate with experience

The Gina Hinojosa for Governor campaign is seeking a Texas Finance Director. The Texas Finance Director will lead and execute the campaign's Texas-based fundraising program. This role is responsible for building and managing in-state donor relationships, staffing the candidate, overseeing Texas call time and events, and coordinating closely with the Finance Director to meet ambitious fundraising goals.

*To apply, please send a resume and cover letter to [info@ginafortexas.com](mailto:info@ginafortexas.com) with the subject line "Finance Application - Texas Finance Director".*

### **Key Responsibilities**

- Build and manage the campaign's in-state finance plan in collaboration with the Finance Director
- Coordinate with the Finance Director on in-state fundraising goals
- Work closely with the Call Time Manager, Finance Director, and consultants to ensure key Texas donors and prospects are consistently and strategically called
- Cultivate, maintain, and grow relationships with high-dollar Texas donors
- Plan and execute in-state fundraising events from start to finish, including recruiting hosts; coordinating call lists with the Call Time Manager; setting up ActBlue pages; creating invitations in Canva; staffing events; and managing all follow-up
- Travel statewide to staff fundraisers, donor meetings, and campaign events
- Prepare briefing memos for in-state fundraisers and donor meetings
- Conduct targeted outreach ahead of in-state travel to schedule donor meetings and calls
- Supervise and support in-state finance staff, consultants, and interns



- Create and maintain a tracking system for major Texas donors, ensuring accurate and up-to-date records
- Help coordinate the Finance Committee and ensure Texas donors have all necessary materials and information
- Assist with additional fundraising needs and donor relations as necessary

### **Qualifications**

- Must be located or willing to relocate to Austin, TX
- At least one to two cycles of campaign finance experience
- Experience with specific platforms like Google Suite, NGP, ActBlue, and Excel (Numero experience is preferred as well)
- Detail-oriented self-starter with an interest in Democratic fundraising
- Access to a cell phone and laptop
- Excellent relationship-building and interpersonal skills
- Comfortable working in a fast-paced, high-pressure campaign environment
- Willingness to travel and work evenings and weekends as needed
- *Preferred Experience*
  - Previous campaign or political fundraising experience in Texas