



Fundraising and Events Manager

The South Dakota Democratic Party is hiring a full-time Fundraising and Events Manager to lead our fundraising and events efforts. This position will be based in our Sioux Falls office.

This is an entry-level position that will report to the Executive Director and work with the entire team.

Our Mission:

The South Dakota Democratic Party is working for a South Dakota where there is opportunity and progress for all people – a place where all South Dakotans are treated with dignity and have a chance to go as far as their talents and ambitions will take them. To make this vision a reality, we are working to empower, organize, and elect Democrats at every level in every corner of our state.

Duties Include:

- Managing logistics for major events, including the State Convention and Democratic Roundup
- Conducting research to identify donor prospects
- Supervising call time for major donor asks
- Leading our donor maintenance and donor gratitude efforts
- Transporting checks from the SDDP PO Box to the accountant
- Assisting with other fundraising activities
- Other duties as assigned

Requirements:

- Self-starter
- A strong desire to elect Democrats in South Dakota
- Driver's License and Vehicle
- Strong organizational skills
- Attention to detail
- Events Management Experience (Preferred)

This is a full-time position lasting through November 2022. The pay for this position is \$3,200 per month. Benefits include paid time off, paid sick days, paid federal holidays off, and a healthcare reimbursement. Due to the nature of the job, this position requires work on evenings and weekends, but the SDDP prioritizes work-life balance and seeks for this position to stick to 40 hours most weeks.

To apply for this position, please submit your resume and a cover letter to berk@SDDP.org.