

## **Position Description**

### **Michigan Campaign Finance Network Executive Director**

#### **Administration**

The director is responsible for financial development, including research for, and submission of grant proposals; grant reporting; and management of direct appeal to donors. The director is responsible for development of the organization's budget, which is subject to board approval. The director manages execution of the organization's budget and maintenance of detailed recordkeeping of all financial activity, including interaction with auditing personnel.

The director must maintain a constructive working relationship with a volunteer governing board.

#### **Research**

The director compiles regular reports of state campaign finances and lobbying expenditures. The purpose of the research is to maintain an easily accessible record, identify policy deficiencies in the 'money in politics' area, and provide a fact-based prescription for policy reform. Reporting is designed to provide big-picture trends, as well as committee-level details. Research findings use data from multiple sources, including the Michigan Bureau of Elections, the Federal Election Commission, the Internal Revenue Service, the Federal Communications Commission, county clerks, and state broadcasters and cable systems.

#### **Outreach**

The director coordinates publication of research results and distributes those findings to reporters in various local, state and national news organizations, state and local partner organizations, and directly to the public, including communication alerts and significant facts by way of social media.. The director is expected to engage in public presentations to community organizations and make use of electronic communications, including social media to gain awareness of the MCFN work and findings. Outreach includes providing relevant information to policymakers, including testifying to legislative bodies and interaction with relevant oversight bodies. Outreach also includes advocacy for policy reforms, within boundaries prescribed by the organization's Internal Revenue Status.

#### **Skill Requirements:**

- Capable of financial administration of a small non-profit corporation.
- Excellent analytical abilities, including a demonstrated capacity to conduct both broadly-scoped and detailed quantitative research.
- Highly effective oral and written communicator; ability to interact successfully with news organizations is essential.
- Ability to organize groups and individuals for advocacy, and proven ability effectively to use social media.
- Knowledge of and facility with social media and ability to implement communication strategies for issue development and education.