



**Polk County Republican Party
Central Committee (PCRCC)
Contract Position Description**

Job Title	Senior Financial Officer
Type (Volunteer or Paid)	Paid-Contract
References (copied from)	No references. Unique situation.

Major Purpose:

The Senior Financial Officer (SFO) is a contractor position, which is primarily responsible for developing a Finance Plan and for meeting the related fundraising targets. The revenue of a county political party is almost exclusively based on contributions from local citizens who believe in our mission. The SFO, being knowledgeable of the local political climate and the varied interests of prospective contributors, provides vital guidance in defining a clear and compelling value proposition for our solicitation efforts.

The SFO has only authority that is specifically granted by the Executive Committee. It is our specific intent to avoid the term “Executive Director” as this term implies a broad set of operating powers that are not appropriate for our organization. Our operating model is unpaid volunteers planning and executing core processes, i.e. processes that are critical and that we can competently master with a volunteer staff. The SFO provides unique skills for a non-core, yet critical function, fundraising.

The SFO will not be a formal member of the Executive Committee, but will attend meetings as requested by the Chair or Co-Chair.

The SFO will have a contract written in common language. The contract should commence on December 1st with twelve (12) months duration. It will be reviewed by the Executive Committee each year at the November EC meeting.

Duties:

- Participate in the planning and execution of the annual strategic planning process (Action Plan in 2009-2010). Note: It is important for the SFO to be part of this grassroots “bottom up” process so he can advise us on changes from the perspective of the financial contributors.
- Participate in the development of the annual operating budget development process. Note: It is important for the SFO to be part of this process as the financial needs of the identified committees must be reconciled with the revenue component of the



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- budget. This may require some “give and take” to determine how the Committees must contribute to revenue generating tasks.
- Develop the Polk County Finance Plan (FP), which defines the specific programs and tactics required to deliver the Revenue component of the Operating Budget. Note: The Chair and Co-Chair of the Fundraising Committee must remain fully engaged in the execution of the SFO’s contract.
 - Collaborate with the Chair of the Publicity/Communications Committee to assure that our event communications are aligned with the needs of the FP.
 - Collaborate with the Chair of the Finance Committee to update the Operating Budget on a quarterly basis, as required by variations in our execution of the FP.
 - Collaborate with the Chair of the Campaign Committee to design basic Finance Plans for Polk County candidates who do not have experience or expertise in this area. Note: This duty would require appropriate amendments to the basic SFO contract.
 - Collaborate with the Chair(s) of the Recruitment/Volunteer Committee to make sure we have the right volunteer support for major events.
 - Perform special tasks as assigned and approved by the Chair or Co-Chair.
 - Carry out key responsibilities as outlined in the SFO’s contract.

Qualifications: (Skills, Knowledge, Education, Experiences:

- Must be recommended to the Executive Committee with the joint support of the Chair and Co-Chair.
- Must have a demonstrated track record of successful political fundraising.
- Should have a strong record of personal morality and integrity.
- Should have personal skills to interact effectively with donors, elected officials, media correspondents, party volunteers and voters.

Approvals:

	Chairman	Co-Chairman	Executive Committee	Central Committee
Signature			Majority	Majority
Date				