

State and Local Campaigns Coordinator

EMILY's List, the nation's largest resource for women in politics, is searching for a State and Local Campaigns Coordinator to join our State and Local Campaigns team. EMILY's List has raised over \$600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million dollars and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 40,000 women have reached out to EMILY's List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

Principal Responsibilities

The Coordinator supports EMILY's List's ability to elect women by serving as the primary point of contact for assigned Regional Directors of the State and Local team.

Specific Duties

- Works directly with a corps of Regional Directors assigned to specific states and races to track, provide support and information;
- Works with departments to implement regional and state plans to support the Senior Director and Regional Directors;
- Provides support in the way of reports, trip briefings, data tracking and other administrative work that helps Regional Directors advise on races and work with candidates;
- Point for ensuring up to date data on races for assigned regions;
- Works directly with the Regional Directors to track, administer endorsement process post-approval;

- Facilitate and execute the Choice Questionnaire process and approval, including writing endorsement requests;
- Assist the team in tracking electoral and recruitment opportunities with an eye to targeted pipeline development;
- Work with the Regional Directors to plan the start-ups of targeted campaigns, including identifying and/or vetting staff, setting up initial plans, and working with the candidate to hone her skills;
- Provide candidate services as prioritized by the Senior Director;
- Assist the Senior Director and Regional Directors as needed with strategic partnership communication and relationships nationwide;
- Compile information about state and other non-federal races and candidates;
- Provide recruitment, planning, logistical preparation and support for campaign trainings when needed;
- Assist with the development of training materials and other candidate resource and tool development;
- Assist in management of data, analytics and institutional tracking of candidate, campaign, and other relevant state and local information;
- Perform other duties as assigned.

Qualifications

The Coordinator must be organized; a strong planner; engender trust and confidence; and possess excellent verbal and written communications skills. The Coordinator should be an innovative self-starter, able to work with a wide variety of people, and able to prioritize and handle a variety of projects. Experience as a staffer on a campaign or working for a caucus is preferred. Professional demeanor and appearance are required. The ideal candidate would have in the field campaign experience. A strong interest in electing pro-choice Democratic women to office is required.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to slcampaignjobs@emilyslist.org with the subject including your name and the job title. **No calls, please.**

EMILY's List prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment based on gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.

EMILY's List is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.