

Campaign Finance Advisor

EMILY's List, the nation's largest resource for women in politics, is searching for a Campaign Finance Advisor to join our Campaigns team. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have trained over 9,000 women to run and helped elect 118 women to the House, 23 to the Senate, 12 governors, and over 700 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

Principal Responsibilities

As a member of the Campaigns Department, the Campaign Finance Advisor will work to assess the fundraising operations of pro-choice Democratic women candidates. The Campaign Finance Advisor helps guide campaigns through the course of assessment and endorsement and evaluates the fundraising operation continuously throughout the course of the campaign for endorsed candidates.

Specific Duties

- Assess candidate campaign's finance operations by utilizing the abilities to do the following:
 - Find effective finance directors and other fundraising staff;
 - Write fundraising plans that includes groups of donor targets, tools and raising strategies;
 - Project realistic incremental goals;
 - Employ call time that is effective and regular;
 - Implement a complete and efficient system for call time;
 - Establish high-quality systems for tracking campaign income, processing contributions, motivating surrogate fundraisers and all other aspects of the campaign fundraising operation;
 - Utilize database software for maintaining fundraising records;
 - Write effective fundraising solicitation and re-solicitation mail and email that are in compliance with all FEC laws.
- Work as part of the team of EMILY's List staff who evaluates other aspects of the campaigns;

- Work with campaign managers and finance directors on assessing overall campaign budget;
- Communicate needs and goals of EMILY's List mailing process for endorsed Candidates;
- Help to screen and advise campaigns on fundraising consultants, contracts and relationships;
- Train candidates and staff on the proper way to ask for money and develop fundraising messages;
- Assist with the EMILY's List fundraising training program.
- Perform other duties as assigned.

Qualifications

The Campaign Finance Advisor must be a self-starter with a minimum of five years campaign fundraising experience; must have progressed through the ranks serving as Finance Director on at least two campaigns. Must possess excellent communication skills and have fundamental knowledge of Federal Election Law. Must have extensive Excel skills and familiarity with NGP Software. Must have a commitment to diversity of our candidates, membership, partners, and staff. Must have an interest and passion to elect Pro-Choice Democratic Women.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, - subject line "Campaign Finance Advisor." **No calls, please.**

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.