As EMILY’s List, the nation’s largest resource for women in politics, is searching for a **Campaign Finance Director** to join our Federal and Gubernatorial Campaigns team. EMILY’s List, the nation’s largest resource for women in politics, has raised over $700 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 and helping build strong campaigns, researching the issues that impact women and families, running nearly $50 million in independent expenditures in the last cycle alone, and turning out women voters and voters of color to the polls. Since our founding in 1985, we have helped elect the country’s first woman as vice president, 157 women to the House, 26 to the Senate, 16 governors, and more than 1,300 women to state and local office. More than 40 percent of the candidates EMILY’s List has helped elect to Congress have been women of color. After the 2016 election, more than 60,000 women 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. In our effort to elect more women in offices across the country, we have created our Run to Win program, expanded our training program, including a Training Center online, and trained thousands of women.

**Principal Responsibilities**

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

Specific Duties

- Assess and support candidate campaign’s finance operations by utilizing the abilities to do the following:
  - Find effective finance directors and other campaign fundraising staff;
  - Write fundraising plans that includes groups of donor targets, tools and raising strategies;
  - Project realistic goals including call time, events, PAC, digital and direct mail projections
  - Track and report weekly fundraising numbers, cash on hand and other pertinent numbers
  - Employ candidate 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, planning 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 endorsement contract and mailing process for endorsed Candidates;
- Train candidates and staff on the best practices to ask for money and develop fundraising messages;
- Help to screen and advise campaigns on fundraising and digital consultants, contracts, and relationships;
- Assist with the EMILY’s List fundraising flagship training program, along with ongoing campaign training.
- Extensive travel required (post COVID)
- Perform other duties as assigned.

Qualifications

The Campaign Finance Director 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 & Google Drive skills and familiarity with NGP.
Software. Must have a commitment to diversity of our candidates, membership, partners, and staff. Commitment and passion to elect pro-choice Democratic Women required.

EMILY’s List offers a competitive salary and a strong benefits package. To apply, email your resume and cover letter to fgcampaignsjobs@emilyslist.org with your first and last name and job title as the subject line. 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 multicultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.