

Deputy Director, Research

EMILY's List, the nation's largest resource for women in politics, is searching for a **Deputy Director, Research** to join our Research 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 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 46,000 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 **Deputy Director, Research** helps to elect pro-choice Democratic women by directly liaising with EMILY's List endorsed campaigns, conducting long-term internal self- and opposition research projects, fulfilling rapid response needs, and tracking policy issues pertinent to the women's space and current political climate. The Deputy Director, Research's primary responsibilities will be to manage and assess the day-to-day operations and research needs of the department and associated statewide campaigns.

Specific Duties

- Serve as main point of contact for targeted statewide campaigns; identify and complete original research projects; ensure campaigns have a professional research operation;
- Manage and conduct internal research projects, especially with regards to rapid response and policy-oriented tasks;
- Lead special projects including tracking campaign finance filings, legislation, legislative calendars, election results, debate preparation and rapid response, etc.;
- Help identify department priorities and determine the team's daily operations and schedule;
- Fill in for Vice President of Research on an as-needed basis;
- Assist with any other assignments and tasks as requested by the Research Department.

Qualifications

- Four years minimum experience in a campaign research capacity;
- Knowledge of Nexis, campaign finance databases, voracious appetite for current events;
- Excellent research skills and attention to detail, precision, organization;
- Strong writing and grammar skills;
- Ability to write, edit, and fact-check with precision and calm during high-volume, fast-paced periods;
- Excellent communication skills and the ability to interact with campaigns across the country;
- Commitment to women's leadership and impact on women and families;
- Experience using federal and state government databases and multiple other data sources;
- Proficiency with Microsoft excel and other programs to track and present data effectively a plus;
- Proactive, creative self-starter with a hunger to expand the EMILY's List community, win elections, and build a sustainable, progressive America.
- Commitment to the diversity of our candidates, membership, partners, and staff;
- Commitment 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 researchjobs@emilyslist.org - subject line 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.