

Deputy Research Director

EMILY's List, the nation's largest resource for women in politics, is searching for a Deputy Research Director to join our Research 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 nearly 10,000 women to run and helped elect 116 women to the House, 23 to the Senate, 12 governors, and over 800 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

The Deputy Research Director 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 Research Director'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 communications 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 jobopening@emilyslist.org, - subject line "Deputy Research Director." **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.