

Digital Advisor

EMILY's List, the nation's largest resource for women in politics, is searching for a Digital 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 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.

This is a cycle position with an end date of December 31, 2018.

Principal Responsibilities

As a member of the Campaigns Department, the Digital Advisor will work to assess the digital operations of EMILY's List endorsed statewide candidates throughout the course of their campaigns. The Digital Advisor will provide advice, develop resources and best practices for the campaigns team in order to best guide races.

Specific Duties

- Assess campaigns overall digital operations by:
 - Assessing fundraising, communication and organizing strength of targeted campaigns;
 - Finding effective digital directors and other digital staff;
 - Reviewing campaign digital budgets, projections, and plans;
 - Establishing high-quality campaign infrastructures for digital;
 - Working directly with prospective and endorsed statewide candidates;
 - Building strong relationships with candidates and campaign staff on behalf of EMILY's List.
- Works directly with state and local and federal advisors on statewide campaign digital needs;
- Works directly with statewide candidates to advise them on digital needs and skills;
- Work as part of the team of EMILY's List staff that evaluates digital aspect of the campaigns;

- Assess tools and emerging technology in the digital marketplace to make strategic recommendations for campaign use;
- Work with EMILY's List staff in other departments to develop digital resources for campaigns;
- Help to screen and advise campaigns on digital consultants, contracts and relationships;
- Train candidates, campaign staff and EMILY's List staff;
- Assist with the EMILY's List training program;
- Perform other duties as assigned.

Qualifications

The Digital Advisor must be a self-starter with at least four years of campaign and electoral experience within digital, including federal campaign experience. The Advisor should have experience with budgeting, creating fundraising projections, managing an email list, and managing vendors/consultants. The Digital Advisor must have a strong interest in electing pro-choice Democratic women to office, possess excellent communication skills, good attention to detail, the ability to think on one's feet, and a sense of humor. The Advisor must have a passion and commitment to the diversity of our staff, members, candidates and partners. The Digital Advisor must be willing to travel.

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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 "Digital 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.