

Direct Marketing Assistant

EMILY's List, the nation's largest resource for women in politics, is searching for a Direct Marketing Assistant to join our Development 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

The Marketing Assistant works closely with the Direct Marketing Manager to assist with and manage the production of all printed marketing and fundraising materials for EMILY's List. The Marketing Assistant assists with marketing department projects and provides marketing and production support to the Development Department and other EMILY's List departments.

Specific Duties

- Manage the scheduling and production of EMILY's List's robust direct mail and telemarketing programs with outside consultants and vendors;
- Plan and maintain the schedules for the Marketing Department;
- Oversee mail and telemarketing copy through internal staff review;
- Help draft copy for the quarterly newsletter, candidate profiles, and other miscellaneous projects;
- Create, maintain, track, and replenish all in-house stationery and production needs throughout the organization;
- Complete invoices for billing and maintain expense sheets for all marketing and production projects;
- Hire and manage Marketing Department interns;
- Provide direct support to members via phone and email as needed;
- Serve as lunch hour and break phone relief for front desk as scheduled or requested;
- Perform other duties as assigned.

Qualifications

The ideal candidate must be incredibly organized; able to work both independently and on a team; able to juggle and prioritize multiple tasks in a deadline-driven environment; and show strong attention to detail. Must be a strong writer, editor, and proofreader. Knowledge of Adobe Photoshop, Raiser's Edge, Blue State Digital, or Excel a plus. Some writing and direct mail experience preferred. College degree and an interest in electing pro-choice Democratic women required. Commitment to diversity of our candidates, membership, partners, and staff.

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 **"Direct Marketing Assistant"**. **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.