**Director of Community Engagement**

EMILY’s List, the nation’s largest resource for women in politics, is searching for a Director of Community Engagement to join our Training & Community Outreach 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**

Working with the VP of Training and Community Engagement, the Director of Community Engagement is responsible for helping create, implement and track a comprehensive strategy to identify and engage a diverse coalition of stakeholders to support the goals and deliverables of EMILY’s List. The Director will help expand the impact of EMILY’s List by collaborating across departments to maximize programmatic outreach efforts throughout the organization. The Director will help lead a departmental strategic engagement planning process while implementing tracking systems for key aspects of this work. The Director will also play an external facing role as a connector and representative of EMILY’s List.

**Specific Duties**

- In partnership with the VP of Training and Community Engagement, map national, regional and state programmatic stakeholders and develop a strategic plan to identify, track, cultivate and strengthen EMILY’s List’s external relationships;
- Work with the VP of Training and Community Engagement to identify opportunities for collaboration and/or engagement for EMILY’s List and manage our presence at key events (including providing briefings, materials and ensuring social media coverage);
- Previously demonstrated team leadership skills and high level of competency in supervisory/management role;
- Responsible for managing team members at the manager and coordinator levels
In coordination with the VP of Training and Community Engagement, develop national programming with EMILY’s List partners;

Working with the VP of Training and Community Engagement and internal stakeholders, develop clear goals, track, and report out on metrics and progress; this includes development and oversight of the Community Engagement budget and strategic engagement investment evaluations;

In coordination with the VP of Training and Community Engagement, foster and maintain cross-departmental relationships to develop internal and external engagement opportunities;

Develop and maintain an annual calendar of key political and partner events and trainings;

Represent EMILY’s List at events and staff Principals where needed;

Develop and maintain a contact database to track external engagement and outreach;

Trains and provides support to the training branch of the team as needed;

In collaboration with the Communications and Digital teams, provide strategic media/social media support and appearances on behalf of EMILY’s List;

Oversee vendors and consultants where needed;

Performs other duties as assigned.

Qualifications

- Senior level grassroots organizing management and community engagement experience preferably within communities of color and with marginalized communities;
- Experience working in and around campaigns or progressive organizations including experience creating and implementing metric-based programs across disciplines (political, communications, digital and training, etc.);
- Previously demonstrated team leadership skills and high level of competency in supervisory/management role;
- Must enjoy working with people from a wide range of backgrounds and nurturing relationships;
- Demonstrated excellent and effective communication and leadership skills, including public speaking. Spanish language writing and speaking skills are strongly desired;
- Ability to motivate and persuade others, negotiate, listen, address sensitive situations, resolve conflicts, and troubleshoot under fast-changing, high stakes circumstances;
- Training and/or public presentation experience required;
- Excellent project-management skills. Possess demonstrated ability to prioritize, meet deadlines, and manage multiple projects while maintaining quality work;
- Demonstrated ability to take initiative and drive projects, while navigating multi-level organizational priorities in a high paced, goals driven environment;
- Demonstrated ability to design and implement detail-oriented work, and exercise good judgment;
- 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 training_outreachjobs@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.**