

## **Events Assistant**

EMILY's List, the nation's largest resource for women in politics, is searching for an Events Assistant to join our Development team. EMILY's List has raised over \$500 million to support pro-choice Democratic women candidates – making them one of the most successful political organizations ever. Our grassroots community of over five million members helps Democratic women wage competitive campaigns – and win. 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 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. Since the 2016 election, thousands of women and counting have reached out to us about running for office. To harness this energy, EMILY's List has launched Run to Win, an unprecedented effort to help more women run at the local, state, and national levels.

### **Principal Responsibilities**

The EMILY's List Events Assistant serves as support staff for the Events department in the planning and execution of fundraising and organization-wide events.

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

### **Specific Duties**

- Assist with all aspects of events planning and support as directed by the Events department;
- Drive timeline for drafting and approval of event copy including event emails, confirmations, acknowledgements, and invitations to speakers and special guests;
- Research and contact potential event venues for both small and large events and secure space;
- Assist with outreach through emails and phone calls as requested by the Events Director;
- Develop event staffing plans for assigned events, and recruit local volunteers as necessary;
- Assist with event execution, including setting up and breaking down EMILY's List events;
- Manage event process in coordination with Major Gifts, Campaigns, and Executive teams on the planning of the small events and house parties;

- In coordination with the events department, manage the event invitation creation process, including identifying appropriate audiences to receive invitation and running through the appropriate approval process;
- Coordinate with Digital team to schedule and send event emails using online mailer;
- Create online event registration and content pages on the EMILY's List Website;
- Track event RSVPs and outreach lists, manage registration needs for assigned events;
- Manage the processing of event registrations and payments through Raiser's Edge;
- Update and maintain all event records in the Raiser's Edge;
- Respond to donor inquiries when related to events;
- Send out bi-weekly acknowledgments/receipts to event donors;
- Draft run of show for assigned events;
- Prepare materials for EMILY's List events including name tags, printed materials;
- Travel to EMILY's List events nationwide as needed;
- Coordinate travel arrangements for EMILY's List staff and special guests when necessary;
- Manage logistical details related to fundraising and development as well as cross-departmental and organization-wide events, including website landing and sign up pages, RSVP lists, materials, run of show, venue and catering management, inventory and shipping;
- Serve as lunch hour back-up and break relief for front desk as needed;
- Other duties as assigned.

## Qualifications

The ideal candidate for this position must have a minimum of one year work experience in events. The candidate must have the ability to be a self-starter, and a sense of humor. Experience with Raiser's Edge or databases is a plus. Attention to detail a must. The candidate must have a strong commitment to electing pro-choice Democratic women as well as a commitment to the diversity of our candidates, membership, partners, and staff.

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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](mailto:jobopening@emilyslist.org), - subject line "Events 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.**