

Events Manager

EMILY's List, the nation's largest resource for women in politics, is searching for an Events Manager to join our Events 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 and win at the local, state, and national levels.

Principal Responsibilities

The EMILY's List Events Manager serves in the Events Department in the planning and execution of fundraising and organization-wide events.

Specific Duties

- In coordination with the Events Director, plan and execute all aspects of EMILY's List events;
- Manage event execution, including setting up and breaking down EMILY's List events;
- Draft the run of show for all events;
- Develop event staffing plans for assigned events, and recruit local volunteers as necessary;
- Prepare and schedule event briefings for senior staff, panelists and speakers;
- Coordinate travel arrangements for EMILY's List staff and special guests when necessary;
- Prepare materials for EMILY's List events including name tags and printed materials;
- Oversee timeline for drafting and approval of event emails, confirmations, acknowledgements, and invitations to speakers and special guests;
- Track event RSVPs and outreach lists, manage registration needs for all events;

- Manage the processing of event registrations and payments through Raiser's Edge; update and maintain all event records in Raiser's Edge;
- Respond to donor inquiries when related to events;
- Send out bi-weekly acknowledgments/receipts to event donors;
- Travel to EMILY's List events nationwide as needed;
- Oversee intern hiring and supervision;
- Other duties as assigned.

Qualifications

The ideal candidate for this position would have 4-5 years' work experience in events, 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 ideal candidate must have a passion and commitment to elect Pro-Choice Democratic Women; as well as a passion for the diversity of our staff, members, candidates and partners.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to eventsjob@emilyslist.org, - subject line "Events Manager." **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.