

Finance Advisor

EMILY's List, the nation's largest resource for women in politics, is searching for a Finance Advisor to join our Campaigns 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 dollars 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 40,000 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

As a member of the Campaigns Department, the Campaign Finance Advisor will work to assess the fundraising operations of pro-choice Democratic women candidates. The Campaign Finance Advisor helps guide campaigns through the course of assessment and endorsement and evaluates the fundraising operation continuously throughout the course of the campaign for endorsed candidates.

Specific Duties

- Assess candidate campaign's finance operations by utilizing the abilities to do the following:
 - Find effective finance directors and other fundraising staff;
 - Write fundraising plans that includes groups of donor targets, tools and raising strategies;
 - Project realistic goals including digital and direct mail projections
 - Employ call time that is effective and regular;
 - Implement a complete and efficient system for call time;
 - Establish high-quality systems for tracking campaign income, processing contributions, motivating surrogate fundraisers,

- planning fundraisers, and all other aspects of the campaign fundraising operation;
- Utilize database software for maintaining fundraising records;
- Write effective fundraising solicitation and re-solicitation mail and email that are in compliance with all FEC laws.
- Work as part of the team of EMILY's List staff who evaluates other aspects of the campaigns;
- Work with campaign managers and finance directors on assessing overall campaign budget;
- Communicate needs and goals of EMILY's List mailing process for endorsed Candidates;
- Help to screen and advise campaigns on fundraising and digital consultants, contracts, and relationships;
- Train candidates and staff on the proper way to ask for money and develop fundraising messages;
- Assist with the EMILY's List fundraising training program.
- Perform other duties as assigned.

Qualifications

The Campaign Finance Advisor must be a self-starter with a minimum of five years campaign fundraising experience; must have progressed through the ranks serving as Finance Director on at least two campaigns. Must possess excellent communication skills and have fundamental knowledge of Federal Election Law. Must have extensive Excel skills and familiarity with NGP Software. Must have a commitment to diversity of our candidates, membership, partners, and staff. Commitment and passion to elect Pro-Choice Democratic Women required.

The above statements are intended to describe the general nature and level of the work being performed by the person holding this position. This is not an exhaustive list of all duties and responsibilities. EMILY's List reserves the right to amend and change responsibilities to meet organizational needs as necessary.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to financeadvisorjobs@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.