

## **Finance Advisor**

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

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.

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

### **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 incremental goals;
  - 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 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 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.

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### **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. Must have an interest and passion to elect Pro-Choice Democratic Women. Must be committed to the diversity of our candidates, membership, partners, board of directors and staff.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to [financeadvisorjobs@emilyslist.org](mailto: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.