

Independent Expenditure Deputy Director

EMILY's List, the nation's largest resource for women in politics, is searching for a Deputy Director to join our independent expenditure 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 2016 independent expenditure operation topped \$37 million. 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.

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

Principal Responsibilities

The Independent Expenditure Deputy Director will assist the Vice President in designing and implementing independent expenditure campaigns in assigned states and districts.

Specific Duties

- Manage independent expenditure campaigns in assigned states and districts, including overseeing the research, polling, targeting, and paid communications;
- Serve as the central information hub for IE communications, programs and status for assigned races for the department and the organization;
- Track campaigns in the media, such as local news outlets, blogs, social media, TV and radio advertisements, as well as public polling;
- Facilitate the selection process of polling, media, online, mail and phone consultants for the 2018 cycle;
- Work with research and legal teams to ensure our communications are factually accurate and meet federal or state requirements;
- Work with finance and compliance teams to ensure our communications are within the approved budget and filed properly according to federal and state requirements;

- Work with other progressive organizations to coordinate independent activities and maximize resources in assigned states/districts;
- Represent the department on consultant calls and at coalition meetings;
- Write plans and other documents to summarize independent expenditure projects to various audiences including EMILY's List leadership, staff and donors;
- Shepard voter contact content and programs through internal and external processes;
- Other duties as assigned.

Qualifications

- Extensive campaign experience (a minimum of three full cycles and/or 5 – 7 years), including experience managing consultants, interpreting polling data and managing paid communications;
- Experience with independent campaign activity (not coordinated with a candidate) is a plus;
- Excellent written and oral communication skills;
- Demonstrated sound political judgment;
- Strong attention to detail and ability to multi-task and juggle multiple large projects and deadlines;
- Deep experience with Microsoft Office systems;
- A proven commitment to electing pro-choice Democratic women;
- Applicants must be motivated self-starters, well-organized, detail-oriented and able to work and thrive in a fast-paced environment handling multiple assignments with tight deadlines.
- Candidates must have 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, complete the following exercise [WV! Applicant: Budget Benchmark](#) and email your response along with your resume to wvjobs@emilyslist.org, with the subject line including your first and last name. **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.