Independent Expenditure Political Desk (Program Manager)

EMILY’s List, the nation’s largest resource for women in politics, is searching for an Independent Expenditure Political Desk (Program Manager) to join our WOMEN VOTE! 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 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 50,000 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

The EMILY’s List WOMEN VOTE! Program Manager is responsible for assisting in the overall implementation of the WOMEN VOTE! program. The WOMEN VOTE! Manager will assist with the research needs of the department, programmatic work and provide program/administrative support.

Specific Duties

- Research and track information on assigned candidates, campaigns, and districts for internal organizational needs;
- Track campaigns in the media, such as local news outlets, blogs, social media, TV and radio advertisements, as well as public polling, and compile daily clips for WOMEN VOTE! Team;
- Compile and analyze legislative and campaign finance records;
- Assist in fact-checking WOMEN VOTE! program communications;
- Maintain program tracking system and calendar for all WOMEN VOTE! communications;
• Shepard WOMEN VOTE! voter contact content and programs through internal and external processes;
• Represent the department on consultant calls and at coalition meetings;
• Assist with any other tasks, including scheduling of conference calls and meetings, as requested by the department;
• Other duties as assigned.

Qualifications

• At least two cycles of political or campaign experience, preferably in research, communications, or management;
• Proficient understanding and substantive experience with online research tools, specifically Lexis-Nexis, as well as Microsoft Office systems; working knowledge of CQ and THOMAS a plus but not required;
• Excellent written and oral communication skills;
• Strong attention to detail and ability to multi-task and juggle multiple large projects and deadlines;
• Demonstrated sound political judgment;
• A 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.

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