

Incumbent Protection Political Coordinator

Department: Federal & Gubernatorial Campaigns

Supervisor: Incumbent Protection Director

Supervisory Responsibilities: none

EMILY's List, the nation's largest resource for women in politics, is searching for an **Incumbent Protection Political Coordinator** to join our Federal & Gubernatorial 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 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.

This is a cycle position with an end date of December 31, 2020.

Principal Responsibilities

The **Incumbent Protection Political Coordinator** is responsible for assisting the Incumbent Protection Director and Incumbent Protection Campaign Finance Director to assess the overall campaigns of pro-choice Democratic women candidates and provide support to the Incumbent Protection Region by ensuring the information flow between campaigns and EMILY's List. The Incumbent Protection Political Coordinator will work directly with the Incumbent Protection Director to track the progress of campaigns through polling, research, and paid communications.

Specific Duties

- Provide programmatic support to the Incumbent Protection Director;
- Work directly with Directors to ensure that campaigns receive necessary support from EMILY's List;
- Responsible for maintaining and updating all Incumbent Protection Trackers and ensuring accurate information;
- Draft trip briefings, meeting memos, call sheets, and all briefing materials;
- Ensure briefing materials are delivered on time;
- Ensure institutional data related to campaigns is complete and organized;
- Staff candidates in DC as needed. Occasional travel required.
- Track action items and follow up for Incumbent Protection program and interdepartmental requests;
- Facilitate polling information and media competitive information is distributed throughout the program to appropriate staff;
- Work with the VP of Federal & Gubernatorial Campaigns and the other Regional Directors to track and distribute media competitive information.
- Serve as back up to the receptionist as needed;
- Perform other duties as assigned.

Qualifications

The Incumbent Protection Political Coordinator must be organized and possess excellent verbal and written communications skills. Strong technological skills are essential. The Incumbent Protection Political Coordinator should be an innovative self-starter, able to work with a wide variety of people, and able to prioritize and handle a variety of projects. Have the ability to travel on occasions when required. Professional demeanor and appearance required. Federal campaign, state legislative campaign and/or other electoral experience a must. Commitment to the diversity of our candidates, membership, partners, and staff required. Commitment and passion to elect Pro-Choice Democratic Women required.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to fgcampaignsjobs@emilyslist.org with your first and last name as the subject. **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.