

Major Gifts Manager

EMILY's List, the nation's largest resource for women in politics, is searching for a Major Gifts Manager to join our Development team. 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 trained over 9,000 women to run and helped elect 118 women to the House, 23 to the Senate, 12 governors, and over 700 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

Principal Responsibilities

The EMILY's List Major Gifts Manager works within the Development Department to facilitate fundraising call time for the president of EMILY's List and support for fundraising team. The Major Gifts Manager will primarily work with the Major Gifts Director, Majority Council staff, Regional Finance Directors, the executive office, the Major Gifts Assistant, and interns to ensure that call time, briefing materials, and donor research are accomplished.

Specific Duties

- Facilitate the president's call time: work with Regional Finance Directors and Majority Council team to plan and prioritize development and fundraising calls to major donors and prospects, and coordinate preparation of call sheets;
- Staff president during scheduled call time, communicate call time results and necessary follow-up to the Regional Finance Directors and update contact history in the donor database for record keeping;
- Ensure seamless support of Regional Finance Directors' needs, including research projects, data/lists requests, donor profiles, and travel briefing materials;
- Prepare major donor briefing materials for any donor-related meeting or event attended by the President, Executive Director, Founder and other senior staff;
- Hire and supervise two to four Major Gifts interns every semester and summer;

- Troubleshoot database and content management system issues within the department and with Regional Finance Directors;
- Assist in Board related research and document production as needed;
- Other duties as assigned.

Qualifications

- The ideal candidate for this position must have a college degree the ability to be a self-starter;
- Attention to detail is required;
- At least 1 cycle of political and/or campaign fundraising experience is preferred;
- Commitment to diversity of our candidates, membership, partners, and staff;
- Commitment and passion to elect Pro-Choice Democratic Women.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, - subject line "Major Gifts Manager." **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.