Major Gifts Assistant

EMILY’s List, the nation’s largest resource for women in politics, is searching for a Major Gifts Assistant to join our Major Gifts, Development 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 46,000 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 Major Gifts Assistant will be responsible for supporting the Major Gifts and Majority Council Teams in the EMILY’s List Development Department.

Specific Duties

● Maintain development database and handle donor information;
● Assist Major Gifts and Majority Council teams with data entry;
● Assist with identifying prospect and upgrade targets;
● Assist in the production of call sheets and briefing documents as needed;
● Conduct donor research;
● Provide assistance leading up to and day of for small and large fundraisers as needed;
● Conduct donor and venue vetting;
● Take meeting notes;
● Assist with fundraising team requests and major donor inquiries;
Enter and maintain donor pledges and contributions in the development database
Prepare briefing materials for donor meetings and events;
Serve as call time back-up for the Major Gifts Manager as needed;
Serve as back-up for the Major Gifts Coordinator as needed;
Serve as lunch hour back-up and break relief for front desk as needed;
Other duties as assigned.

Qualifications

The ideal candidate for this position must be a self-starter, be incredibly organized, and have the ability to multi-task and work well under pressure. Experience in Excel and Raiser’s Edge is a plus. Experience with event production or donor engagement is also a plus. The ideal candidate must show strong attention to detail. The ideal candidate must have a commitment to the diversity of our candidates, membership, partners, and staff as well as a 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 majorgiftsjobs@emilyslist.org with the subject 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.