

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 Development 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 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 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 major donor 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 briefings as needed;
- Contact donors directly to process contributions as needed;
- Provide on-site assistance at small and large fundraisers as needed;
- Assist with fundraising team requests and major donor inquiries;
- Enter and maintain donor pledges and contributions in the development database;
- Produce major donor contribution and commitment follow-up;
- Process high dollar contributions and manage monthly billing;
- Track department contribution source code changes;

- Prepare invoices, and reimbursements for approval;
- Assist with scheduling for the VP of Development, Major Gifts Director and the department;
- Serve as lunch hour back-up and break relief for front desk as needed;
- Perform other duties as assigned.

Qualifications

The ideal candidate for this position must have an interest in electing Pro-Choice Democratic Women, and the ability to be a self-starter. Experience in Microsoft Outlook, Excel and The Raiser's Edge preferred, but not required. Attention to detail a must. The ideal candidate 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, email resume and cover letter to majorgiftsjobs@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.