

## **Majority Council Manager**

EMILY's List, the nation's largest resource for women in politics, is searching for a Majority Council Manager 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 dollars 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 40,000 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**

This position, which is principally responsible for cultivating support among Majority Council donors is part of the Major Gifts team within the Development Department. Majority Council donors are mid-level donors (\$1,000 to \$4,999 per year). Candidates should be experienced fundraisers who can create and execute fundraising plans, design and execute both large and small scale events, manage multiple projects, take initiative, and have excellent written and verbal communication skills. This position is based in Washington, DC.

### **Specific Duties**

- Develop and execute a fundraising strategy that will recruit and renew Majority Council donors in designated communities;
- Build and execute regional fundraising events, from small house parties to large half day conferences and galas: schedule, prepare invitations, identify fundraising targets and hosts, develop and manage budgets, solicit contributions, and handle all necessary follow-up;

- Solicit gifts from individuals and prospective donors by phone, email, events and personal meetings;
- Work closely with the Events team to ensure all logistical needs at events are met;
- Coordinate with the Marketing and Digital Departments to ensure strategic Majority Council donor communications across channels;
- Work closely with the Regional Major Gifts Directors to track outreach to donors and upgrades as appropriate;
- Must be able to work within a database to create and analyze data, track income, and maintain accurate donor records;
- Must maintain strong internal relationships working with a variety of staff members in the national office, field staff, and other departments;
- Travel required;
- Perform other duties as assigned.

## **Qualifications**

Ideal candidates will have three to four years of fundraising and event planning experience. Strong knowledge of Microsoft Office Suite, Raiser's Edge or fundraising/sales-type databases is preferred. Campaign and political experience is optimal but not required. Applicants should be innovative self-starters, able to work with a wide variety of people, demonstrate an ability to prioritize and handle a wide variety of projects and commit to results. An interest in electing 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 [majorgiftsjobs@emilyslist.org](mailto: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.**