

## **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 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 nearly 10,000 women to run and 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 - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

### **Principal Responsibilities**

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

### **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, solicit contributions, manage spreadsheets and handle all necessary follow-up;
- Develop strategic and analytical plans for fundraising and membership goals;
- 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 are met on regional events;
- Coordinate with the Marketing and Digital Departments to ensure strategic Majority Council donor communications across channels;

- Work closely with the Regional Finance Directors on regional events and 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 a minimum of three to four years of fundraising, event planning and management experience; ideally a familiarity with marketing and online fundraising tools and techniques are preferred. Attention to detail is necessary. 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 line of your message including the position title and your name. **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.**