EMILY’s List, the nation’s largest resource for women in politics, is searching for a **Membership Services and Planned Giving Assistant** to join our 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 50,000 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.

**Principle Responsibilities**
The main responsibility of the position is to serve as a liaison to EMILY’s List donors and community members, and to work with the Membership Services and Planned Giving Manager to ensure the effective daily operation of the EMILY’s List Legacy Fund.

The **Membership Services and Planned Giving Assistant** provides primary support for EMILY’s List’s membership acquisition and retention programs. The main responsibilities of the position are to provide excellent service and support to EMILY’s List members and assist with various administrative functions of the Membership and Planned Giving programs.

**Specific Duties**
- Answer and track daily correspondence received by phone, mail, and the EMILY’s List (general information) email inbox;
- Work with Membership Manager to craft replies to member correspondence; and develop monthly Membership Memo;
- Maintain integrity of membership database through regular updates of donor records, and processing returned mail;
- Stay up to date on EMILY’s List endorsements and political news to inform accurate donor conversations and communications;
- Coordinate in-house retention efforts (weekly mailings, calls, and text messages) for *Friends of EMILY* monthly giving program;
- Ensure the effective daily operation of the EMILY’s List Legacy Fund, including timely processing and tracking of planned giving survey responses;
- Provide support in the execution of quarterly donor conference calls, including tracking donor participation, managing RSVPs, and coordinating call screeners and gift processors;
- Assist with contributions processing (via mail, email, and phone);
- Manage Marketing interns (in conjunction with Direct Marketing Assistant)
- Serve as lunch hour back-up and break relief for front desk as needed;
- Perform other duties as assigned.

**Qualifications**

The ideal candidate must possess a high-level of professionalism, excellent verbal and written communication skills, and an interest in electing pro-choice Democratic women. Customer service or call center experience, and familiarity with membership or customer relationship management (CRM) databases, is a plus. The candidate must have a commitment to the diversity of our candidates, membership, partners, and staff.

To apply, email your resume and cover letter to membershipjobs@emilyslist.org. Please include your name and the job title in the subject line. **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.**