

Program Manager

EMILY's List, the nation's largest resource for women in politics, is searching for a Program Manager to join our Independent Expenditures 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 2016 independent expenditure operation topped \$37 million. 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 WOMEN VOTE! Manager is responsible for assisting in the overall implementation of the WOMEN VOTE! program. The WOMEN VOTE! Manager will assist with the research needs of the department, programmatic work and provide program/administrative support.

Specific Duties

- Research and track information on assigned candidates, campaigns and districts for internal organizational needs;
- Track campaigns in the media, such as local news outlets, blogs, social media, TV and radio advertisements, as well as public polling;
- Compile and analyze legislative and campaign finance records;
- Assist in fact-checking WOMEN VOTE! program communications;
- Maintain program tracking system and calendar for all WOMEN VOTE! communications;
- Shepard WOMEN VOTE! voter contact content and programs through internal and external processes;
- Represent the department on consultant calls and at coalition meetings;

- Provide support for Team EMILY volunteer program, including serving as the help desk for Team EMILY members;
- Assist with any other tasks, including scheduling of conference calls and meetings, as requested by the department;
- Other duties as assigned.

Qualifications

- At least two cycles of political or campaign experience, preferably in research or communications;
- Proficient understanding and substantive experience with online research tools, specifically Lexis-Nexis, as well as Microsoft Office systems; working knowledge of CQ and THOMAS a plus but not required;
- Excellent written and oral communication skills;
- Strong attention to detail and ability to multi-task and juggle multiple large projects and deadlines;
- Demonstrated sound political judgment;
- A commitment to electing pro-choice Democratic women;
- Applicants must be motivated self-starters, well-organized, detail-oriented and able to work and thrive in a fast-paced environment handling multiple assignments with tight deadlines.

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EMILY's List offers a competitive salary and a strong benefits package. To apply, complete the following exercise [WV! Applicant: Budget Benchmark](#) and email your response along with your resume to wvprogramjobs@emilyslist.org, with the subject line including your first and last 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.