

Senior Director, Communications

EMILY's List, the nation's largest resource for women in politics, is searching for a Senior Director to join our Communications team. We recruit and train candidates, support strong campaigns, research women's issues, and turn out women voters. We've trained over 9,000 women to run and helped elect over 100 women to the House, 19 to the Senate, 11 governors, and over 700 to state and local office. Since its founding in 1985, almost one-third 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

The Senior Director, Communications manages the promotion of EMILY's List programs, campaigns, and candidates in the media.

Specific Duties

- Manages a multi-faceted Communications team;
- Responsible for helping to align team's overall objectives with organizational goals, ensuring achievement of goals and managing performance;
- Works to assess the communications operations of pro-choice Democratic women candidates. The Communications Senior Director evaluates the communications operations continuously throughout the course of the campaign for endorsed candidates;
- Works directly with candidates as needed, often times to advise them on communications needs and skills, including speeches, debate prep, interview strategy, etc;
- Works as part of the team of EMILY's List staff that evaluates other aspects of the campaigns;
- Works with EMILY's List staff in other departments to oversee campaigns specific strengths, weaknesses and particular dynamics in regards to communications;
- Manages communications team members to identify new opportunities for promotion of EMILY's List; responds strategically to news of the day for maximum exposure;

- Helps to strategically position Emily’s List and its principals in major national and major media ;
- Writes opeds for placement in database press;
- Proactively develops and manages relationships with national reporters, TV bookers, and key media markets;
- Helps manage organizational response to news stories about EMILY’s List;
- Helps to develop, orchestrate and lead EMILY’s List press events; assist with coordination of candidate press events as needed;
- Manages creation of external materials including: statements, press releases, press notes, memos;
- Manages the preparation and staffing of principals as needed;
- Other duties as assigned.

Qualifications

- Experience managing high performers required;
- Ability to communicate effectively with diverse audiences and write quickly and in a compelling manner about multiple topics;
- Able to craft soundbites and pithy messages;
- Energetic ability to multi-task and manage projects in a fast-paced and changeable environment; willingness to invest multiple teams and stakeholders in communications efforts;
- Ability to coach and support candidates and campaigns on their communications strategy;
- Talent at pitching stories to both new and known reporters and placing op-eds and editorials;
- Ability to use multiple mediums and approaches including new media to create multi-faced and effective campaigns;
- Be a self-starter with at least four years of campaign and electoral experience with communications, including federal campaign experience required;
- Willingness to travel;
- Commitment to electing pro-choice Democratic women;
- Commitment to diversity for our candidates, membership, partners, board of directors and staff.

EMILY’s List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, - subject line “Senior Director, Communications.” **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.