

## **Political Advisor (Incumbent Protection)**

EMILY's List, the nation's largest resource for women in politics, is searching for a **Political Advisor (Incumbent Protection)** to join our Federal and Gubernatorial Campaigns 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 46,000 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**

As a member of the Campaigns Department, the **Political Advisor** will work to assess the overall campaigns of Pro-Choice Democratic women candidates. The Political Advisor serves as a critical link between EMILY's List and campaigns on the ground by providing professional advice to the campaign and assessing its operation. The Political Advisor also helps guide campaigns through the course of assessment and endorsement and evaluates the campaign operation continuously throughout the course of the campaign for endorsed candidates.

**This position is a cycle position with an end date of December 31, 2020.**

### **Specific Duties**

- Develop and maintain political relationships with Member offices, Capitol Hill, and in critical states so you can serve as resource on political issues;
- Work directly with campaigns and advise them on critical components of their operation including:

- Building a professional campaign team including recruiting effective campaign managers and other campaign staff;
  - Developing and maintaining campaign budgets and plans;
  - Building and executing the campaign strategic plan;
  - Recommending consultants when needed;
  - Participating in the polling and research process;
  - Reviewing and understanding television and digital ad buys;
  - Establishing high-quality campaign structures for field, research, communications, digital, and fundraising;
  - Working directly with endorsed Members;
  - Building strong relationships with candidates and campaign staff on behalf of EMILY's List.
- Communicate needs and goals of EMILY's List endorsement process for candidates;
  - Understand the needs of individual campaigns and advocate for support from EMILY's List on their behalf;
  - Assist with the EMILY's List training program;
  - Performs other duties as assigned.

## Qualifications

The Political Advisor must be a self-starter with at least six years of campaign and electoral experience, including federal campaign experience. Campaign management experience and recent Capitol Hill is highly desired. The Political Advisor must have a strong interest in electing Pro-Choice Democratic Women to office, possess excellent communication skills, good attention to detail, the ability to think on one's feet, a sense of humor, and a commitment to the diversity of our staff, candidates, members, and partners. The Political Advisor must be willing to travel. Commitment to the diversity of our candidates, membership, partners, and staff required. Commitment and passion to elect Pro-Choice Democratic Women required.

The above statements are intended to describe the general nature and level of the work being performed by the person holding this position. This is not an exhaustive list of all duties and responsibilities. EMILY's List reserves the right to amend and change responsibilities to meet organizational needs as necessary.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to [politicaladvisorjobs@emilyslist.org](mailto:politicaladvisorjobs@emilyslist.org) - subject line 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.**