

## Political Advisor

EMILY's List, the nation's largest resource for women in politics, is searching for a Political Advisor to join our Federal and Gubernatorial Campaigns 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 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.

### Principal Responsibilities

As a member of the Federal and Gubernatorial Campaigns team, 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.

### Specific Duties

- Develop and maintain political relationships in order to identify and recruit pro-choice Democratic women to run for office;
- 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 media consultants, pollsters, mail consultants and other consultants;
  - Reading polls;
  - Reviewing and understanding television ad buys;
  - Establishing high-quality campaign structures for field, research, communications, digital, and fundraising;
  - Working directly with prospective and endorsed candidates;
  - 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;
  - Perform 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 is highly desired. The Political Advisor must have a strong interest in electing pro-choice women to office, possess excellent communication skills, good attention to detail, the ability to think on one's feet, and a sense of humor. The Political Advisor must be willing to travel extensively and committed to the diversity of our candidates, membership, partners, 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](mailto:jobopening@emilyslist.org), - subject line "Political Advisor." **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.**