**Reporting and Automations Manager**

EMILY’s List, the nation’s largest resource for women in politics, is searching for a **Reporting and Automations Manager** to join our Data and Technology team. EMILY’s List, the nation’s largest resource for women in politics, 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.

**Principal Responsibilities**

The **Reporting and Automations Manager** serves as the primary data workflow expert within the Data/Technology team, working across teams to ensure data-driven decisions are made via automated reports. As a part of the Data/Technology team, the Reporting and Automations Manager fulfills a key role in furthering EMILY’s List’s mission of electing pro-choice Democratic women across the country.

**Specific Duties**

- Manage the flow of data to and from varying donor, digital, and campaign databases;
- Create and maintain data integrations and pipelines, connecting various data sources;
- Produce automated reporting tools for other departments;
- Crosstrain and support other members of the data team;
- Other Duties as assigned;

**Qualifications**

- Proficiency in spreadsheets and SQL (Redshift preferred);
- Proficiency with Data Pipelines (Python preferred);
- Familiarity with BI tools, such as Looker or Tableau, is a plus;
- Ability to manage multiple projects at once in a fast-paced environment;
EMILY’s List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to datajobs@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.**