

Finance Advisor

EMILY's List, the nation's largest resource for women in politics, is searching for a Finance Advisor to join our State and Local Campaigns team. 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 trained nearly 10,000 women to run and 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 - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

This is a cycle position with an end date of December 31, 2018.

Principal Responsibilities

As a member of the Campaigns Department, the Campaign Finance Advisor will work with pro-choice Democratic women candidates to assess the fundraising and campaign operations of down ballot statewide and targeted state legislative races. The Campaign Finance Advisor helps guide campaigns through the course of assessment and endorsement. The Campaign Finance Advisor continuously evaluates and where needed, provides strategic assistance to the fundraising operation throughout the course of the campaign for endorsed candidates.

Work in tandem with the State and Local Regional Directors as part of the team of EMILY's List staff that evaluates other aspects of the campaigns. This includes working with the Federal and Gubernatorial Finance Advisors as needed.

Specific Duties

Travel across assigned region assessing candidates' campaign finance operations by utilizing the abilities to do the following:

- Work with campaign managers and finance directors on assessing overall campaign budget in conjunction with the Regional Director;
- Help screen and advise campaigns on fundraising consultants, contracts and relationships;
- Train candidates and staff on the proper way to ask for money and develop fundraising messages;

- Track and identify needs from plans to staffing for fundraising plans of all race levels within the program;
- Find qualified and well-suited finance directors and other fundraising staff in partnership with the campaign leadership and when necessary, key partners;
- Work with fundraising staff to write fundraising plans that includes targeting, prospecting donor targets, using tools and raising strategies with measurable goals;
- Work with partners to plan and conduct finance training as necessary;
- Assist in building a operation and process that is effective and meets the fundraising and budgetary goals of the plan;
- Mentor staff to establish high-quality systems for tracking campaign income, processing contributions, motivating surrogate fundraisers and all other aspects of the campaign fundraising operation;
- Utilize EMILY's List database software to maintain records across region;
- Work with the fundraising staff and candidates on the ground to identify and use a database for maintaining campaign fundraising records;
- Write effective fundraising solicitation and re-solicitation mail and email that are in compliance with all state finance laws with the campaign staff as needed;
- Develop an intimate understanding of campaign finance laws state to state, locality to locality as necessary with the program priorities;
- Teach the fundraising staff to learn the giving priorities of key state individual donors and state PACs.
- Assist with the EMILY's List fundraising training program;
- Performs other duties as assigned.

Qualifications

The State and Local Finance Advisor must be a self-starter with a minimum of two cycles of campaign fundraising experience. Candidates must have progressed by serving as Finance Director on at least two campaigns, with three overall cycles of campaign experience preferred. Must be results-oriented, possess excellent communication skills, impeccable attention to detail, adaptability, a sense of humor, and have fundamental knowledge of state election laws. Must be willing to travel extensively, and work long hours. Must have extensive Excel skills, familiarity with NGP Software; and a commitment to electing pro-choice Democratic women. Must have a commitment to diversity of our candidates, membership, partners, and staff. Position can be remotely based in the assigned region in the United States.

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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 "State & Local Finance 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.