State and Local Campaigns, DC Deputy Director

EMILY’s List, the nation’s largest resource for women in politics, is searching for a State and Local Campaigns, DC Deputy Director to join our State and Local 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 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 DC Deputy Director manages the DC staff and day to day operations in the DC office specific to ensuring the states’ teams have what they need to reach their objectives. The DC Deputy Director also works closely with the VP to represent the State and Local Campaigns Department within the organization in DC. The DC Deputy Director oversees coordinators who work with the Regional Directors, Finance Advisors and department liaisons to facilitate the work in the states for our pro-choice Democratic women. The DC Deputy Director also has an assigned portfolio of work determined by the VP. This position is largely internal facing.

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

Specific Duties

- Manages the DC operations for the State and Local Campaigns department including the supervising of the DC based coordinators and assistant.
- Creates the DC team’s work plan as well; ensuring metrics are placed and benchmarks are reached;
• Serves as a manager and mentor for the DC department staff, helping them reach their goals through skills and leadership development;
• Represents the department and the VP in assigned work groups, projects and meetings to help drive the imperatives of the department;
• Works across departments to ensure overall needs are being fulfilled, that state and local work plans, deadlines and communications are clear and doable;
• Runs the overall department calendar to ensure larger cycle benchmarks are met and the teams have what they need;
• Identifies process and program needs for the state and local team and implements solutions to those needs;
• Works as a lead on special projects with other departments as needed alongside Vice President;
• Based on need, helps with candidate intake and potentially advising based on experience;
• Serve as lead on implementing and helping plan state and local onboarding to the Every Action database;
• Serves as an ambassador for the program at assigned events, meetings;
• Works with the VP to maintain flow of information to partners including sister organizations with non-state specific information;
• Provides support in the way of reports, trip briefings, data tracking and other administrative work that helps Regional Directors advise on races and work with candidates;
• Performs ongoing staff management, formal performance review and all aspects of DC teams accountability;
• Perform other duties as assigned.

Qualifications

This position must be an excellent project manager, staff manager, strategic thinker with strong communication skills. This person must be a collaborative worker but also be comfortable making decisions when necessary.

The ideal candidate 5-6 years of professional experience, worked at a multi-department organization and have experience managing junior and mid-level staff, Professional demeanor and appearance is required. Campaign or political experience is mandatory. A strong interest in electing pro-choice Democratic women to office is required.

EMILY’s List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to slcampaignjobs@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.**