

Training Director

EMILY's List, the nation's largest resource for women in politics, is searching for a **Training Director** to join our Training & Community Outreach 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

The **Training Director** is responsible for the design, implementation and execution of the EMILY's List training program and goals. The Director will help expand the impact of EMILY's List. The Training Director is responsible for combining our seasoned hands-on experience working with women and campaigns into expanding and maintaining industry leading curriculum and engaging presentations. This includes, but is not limited to, collaborating across departments to develop the EMILY's List trainings and resources for federal, state, and local candidates, staff and future candidates; developing various allied partner presentations. The Director is also responsible for the oversight of training logistics; the training of internal and external trainers; the execution of in-person and webinar trainings; creating and updating training curriculum; and the evaluation, tracking and adjustments to trainings.

Specific Duties

- Working with the VP, Training and Community Outreach and collaborating across departments to update, develop and expand the best in class training curriculum for federal and state and local campaigns;
- Overseeing and coordinating with other departments, for trainings to be executed at the highest level on the ground including invitations, partnerships, logistics, and evaluations;
- Developing and executing "Train the Trainers" sessions with internal and external trainers;

- Managing the training webinar program, including modifying curriculum, managing vendors, preparing trainers and working with Digital to invite and track attendees;
- Responsible for tracking, evaluating and sharing regular updates with the VP, Training and Community Outreach. This includes training metrics, effectiveness, and success;
- Managing Training Coordinator;
- Ongoing tailoring of the training programs, including curriculum updates/edits to ensure training and/or workshop best fits the needs of the room;
- Monitoring and staying on top of training trends, developments and best practices;
- Deploying as a trainer when necessary;
- Performing other duties as assigned.

Qualifications

- At least five years of experience with campaigns or progressive organizations;
- Track record of designing and executing successful training programs;
- Proven commitment to the diversity of curriculum development, training resources, partnering, self and staff development;
- Experience with public speaking and/or adult learning a plus;
- Excellent communication and leadership skills;
- Proven track-record of managing transparently across departments to execute projects;
- Ability to plan, multi-task and manage time effectively;
- Strong writing and organization systems;
- Some database skills, EveryAction/VAN preferable;
- Commitment and passion to training, supporting and helping elect Pro- Choice Democratic Women;
- Commitment 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 training_outreachjobs@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.