

## **Major Gifts Assistant**

EMILY's List, the nation's largest resource for women in politics, is searching for a Major Gifts Assistant to join our Development 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.

### **Principal Responsibilities**

The EMILY's List Major Gifts Assistant will be responsible for supporting the Major Gifts and Majority Council teams in the EMILY's List Development Department.

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

### **Specific Duties**

- Maintain major donor development database and handle donor information;
- Assist Major Gifts and Majority Council teams with data entry;
- Assist with identifying prospect and upgrade targets;
- Assist in the production of call sheets and briefing documents as needed;
- Contact donors directly to process contributions and update records as needed;
- Provide on-site assistance at events as needed;
- Assist with fundraising team requests;
- Help hire, train, supervise, and manage the fundraising interns;
- Enter and maintain donor pledges and contributions in the development database;
- Produce major donor contribution and commitment follow-up;
- Process high dollar contributions and manage monthly billing;
- Prepare invoices, and reimbursements for approval;
- Assist with scheduling for the VP of Development, Major Gifts Director and the department;
- Serve as call time back-up for the Major Gifts Manager as needed;

- Serve as lunch hour back-up and break relief for front desk as needed;
- Other duties as assigned.

### **Qualifications**

The ideal candidate for this position must have an interest in electing pro-choice democratic women, and the ability to be a self-starter. Experience in development databases and Microsoft Office is preferred, but not required. The ideal candidate must have a passion and commitment to the diversity of our staff, members, candidates and partners. Attention to detail a must. The position is based in Washington, D.C.

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

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 "Major Gifts Assistant." **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.**