

Vice President, Communications

EMILY's List, the nation's largest resource for women in politics, is searching for a Vice President of Communications. 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 over 9,000 women to run and helped elect 118 women to the House, 23 to the Senate, 12 governors, and over 700 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 Vice President of Communications is a member of the Senior Leadership Team at EMILY's List and is responsible for helping to guide and implement the strategic vision and planning for EMILY's List. She/he is responsible for creating, leading, and directing all communications efforts for the organization. In partnership with the senior leadership team, the VP Communications will help establish and execute organization-wide communications priorities, processes, products and strategies for the organization and our campaigns.

Specific Duties

- Manage a multi-faceted Communications team;
- Responsible for aligning team's overall objectives with organizational goals, ensuring achievement of goals and managing performance;
- Develop, implement, and lead a comprehensive effective, targeted communications and media strategy for EMILY's List and in support of our candidates;
- Manage all media relations and communications, including growing our network and relationships with influential media in critical markets by proactively developing and managing relationships with national reporters, TV bookers, and key media markets;
- Serve as on the record spokesperson for the organization and its role in affiliated campaigns;

- Identify opportunities for promotion of EMILY's List both in the media and with new audiences;
- Respond strategically to news of the day for maximum EMILY's List exposure;
- Ensure smooth processes, preparation for message briefings for EMILY's List principals for interviews and on-the-record work; prep and staff principals as needed for media interaction;
- Work with Campaigns Department to assist with campaign communications efforts, manage direct interaction of Communications team with campaigns where needed;
- Develop, orchestrate and lead EMILY's List press events; assist with coordination of candidate press events as needed;
- Manage creation of internal and external materials including: talking points, statements, press releases, press notes, memos, videos;
- Support Executive Office with Board management when needed;
- Oversee process for speechwriting and speech press processes for internal/external principals;
- Ensure organizational and brand consistency, including copy approvals;
- Approve all EMILY's List copy including emails, marketing materials and events language;
- Other duties as assigned.

Qualifications

- At least 5-7 years of experience in high-level, fast-paced, journalism, press, or public relations;
- Demonstrated ability and experience leading and managing a multi-faceted team;
- Ability to communicate effectively with diverse audiences and write quickly and in a compelling manner about multiple topics;
- Energetic ability to multi-task and manage projects in a fast-paced and changeable environment; willingness to invest multiple teams and stakeholders in communications efforts;
- Talent at pitching stories to new and known reporters and placing op-eds and editorials;
- Effective on the record spokesperson;
- Ability to use multiple mediums and approaches to create multi-faced and effective campaigns;
- Collaborative manager who can work seamlessly with multiple departments and stakeholders and motivate and inspire the Communications team to success;
- Commitment to electing pro-choice Democratic women;

- Commitment to diversity for our candidates, membership, partners, board of directors and staff;
- Willingness to travel.

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 "VP, Communications." **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.