

Vice President, Federal & Gubernatorial Campaigns

Department: Federal & Gubernatorial Campaigns

Supervisor: Executive Director

Supervisory Responsibilities: Senior Director, Campaign Services; Senior Director, Federal & Gubernatorial Campaigns; Federal Campaigns Coordinators; and Federal Campaigns Assistant

FLSA Status: Exempt

EMILY's List, the nation's largest resource for women in politics, seeks a **Vice President for Federal & Gubernatorial Campaigns**. EMILY's List has raised over \$700 million to elect Democratic pro-choice 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 and helping build strong campaigns, researching the issues that impact women and families, running nearly \$50 million in independent expenditures in the last cycle alone, and turning out women voters and voters of color to the polls. Since our founding in 1985, we have helped elect the country's first woman as vice president, 157 women to the House, 26 to the Senate, 16 governors, and more than 1,300 women to state and local office. More than 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. After the 2016 election, more than 60,000 women 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. In our effort to elect more women in offices across the country, we have created our Run to Win program, expanded our training program, including a Training Center online, and trained thousands of women.

Summary

The **Vice President, Federal and Gubernatorial Campaigns** is a member of the Senior Leadership Team which is responsible for guiding and implementing the strategic vision and planning for EMILY's List. The VP manages the strategic planning, oversight and implementation, recruitment, strategic pipeline building, candidate services, finance trainings, in-state training and candidate services for targeted races for federal and gubernatorial races. The VP must rely on polling, data, and research to drive decision-making and elect EMILY's List candidates to federal and gubernatorial office. They must work to understand and build programs to remove the barriers women face when running for office with the goal of expanding and diversifying the number of Democratic pro-choice women running for office. They are expected to work across all departments at EMILY's List to maximize the success of EMILY's List federal and gubernatorial candidates and the overall impact of EMILY's List.

Essential Job Functions

- Hire, manage and supervise Federal and Gubernatorial Campaigns staff and consultants.

- Engage in cross-departmental planning and implementation of a comprehensive candidate pipeline for EMILY's List that increases the number and diversity of Democratic pro-choice women running for office.
- Make recommendations of federal and gubernatorial candidates for endorsement to the Executive Director and President.
- Brief the President, Executive Director, and Senior Leadership Team on matters related to EMILY's List federal and gubernatorial campaigns.
- Plan and oversee implementation of EMILY's List short- and long-term political programs as they directly relate to federal and gubernatorial candidates and campaigns.
- Responsible for all data, analytics and institutional tracking of candidate, campaign, contact information and other relevant Federal and Gubernatorial information.
- Develop and manage the department budget and related contributions.
- Make decisions related to the priorities of targeted Federal and Gubernatorial campaigns.
- Work with internal department leaders across the organization to develop and maintain processes for streamlined production of written materials, Federal and Gubernatorial campaigns team strategy and workflow.
- Report out the work of the Federal and Gubernatorial Campaigns department to the organization.
- Develops Federal and Gubernatorial Campaigns staffing plan.
- Seek opportunities and develop efforts to increase diversity of candidates, campaign-related staff, and the Federal and Gubernatorial campaigns team.
- Provide thought leadership around and opportunities for continued professional development and training of Federal and Gubernatorial campaigns team.
- Serve as a point of contact for key external vendors, contractors and other stakeholders.
- Oversee the function of the EMILY's List job bank.
- Work closely with the President, Executive Director and the entire Senior Leadership Team on relationship building with incumbents and engagement with newly elected officials.
- Work with the President, Executive Director and entire Senior Leadership Team to ensure political priorities are aligned and appropriately communicated with key stakeholders and partners.
- Serves as the key contact for counterparts at the party committees and partner organizations.
- Act as a spokesperson for EMILY's List as needed.
- Work with EMILY's List lawyers to ensure that all communications and work meet federal and/or state legal requirements.
- Perform other duties as assigned.

Qualifications

- At least six election cycles of progressive campaign and electoral experience, to include campaign management and work at the federal and/or gubernatorial level.
- Experience managing a team, including handling personnel issues.
- Strong communication and critical thinking skills and must have an ability to assess candidate races and implement strategic political programs.
- Proven experience prioritizing and working on multiple projects at once.
- Candidates must have the ability to build and effectively manage a budget.
- Creativity is a plus.

- All candidates should possess commitment and passion to elect Democratic, pro-choice women, as well as a commitment and passion to the diversity of our candidates, membership, partners, and staff.

The **starting salary range for this position is \$170,000 to \$200,000** and comes with a comprehensive benefits package.

To apply, email your resume and cover letter to vpjobs@emilyslist.org with your first and last name and job title as the subject line. No calls, please. Application materials received by Friday, March 19, 2021, will be given priority.

Our office is based in Washington, DC. All positions are currently working remotely due to the pandemic.

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.

The above statements are intended to describe the general nature and level of the work being performed by the person holding this position. This is not an exhaustive list of all duties and responsibilities. EMILY's List reserves the right to amend and change responsibilities to meet organizational needs as necessary.

EMILY's List is an Equal Opportunity Employer that values a multicultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.