

Vice President, Research

EMILY's List, the nation's largest resource for women in politics, is searching for a Vice President, Research to lead our Research 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 dollars 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 40,000 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 Vice President of Research helps to elect pro-choice Democratic women by: managing needs and priorities from internal and external requests, tracking key legislation and policy priorities, presenting compelling evidence of the impact Democratic women have on building a sustainable, progressive America; providing critical information and insight on individual races and electoral trends; and ensuring that EMILY's List operates at all times at the highest levels of accuracy.

Specific Duties

- Provide strategic guidance and creative ideas to the Senior Leadership Team and larger organization in an effort to help focus on growing our community and helping our candidates win their races;
- Lead the creation, distribution, and analysis of research assessments of both potential and endorsed candidates at the federal and state and local level;
- Track FEC filings, legislative calendars, and other external events, and communicate critical deadlines, election results, and upcoming opportunities broadly with relevant EL teams;
- Oversee organization-wide fact-check process in order to ensure all EMILY's List messages and materials are accurate;
- Demonstrate and present best research practices and norms with research teams at key partners such as the Democratic committees;

- Support individual candidates on an as-needed basis by helping to identify research needs, secure research consultants for campaigns, and ensure campaigns have a professional research operation;
- Manage a team of at least three full-time researchers;
- Maintain internal databases to track news, political updates, candidates, and momentous internal and external developments;
- Perform other duties as assigned.

Qualifications

- 6-8 years minimum of leadership in a research capacity;
- Excellent research skills, including original research and collections, legislative tracking, and policy analysis;
- Excellent communications experience, including persuasive writing and confident rapid response;
- Campaign or political experience preferred;
- Deep understanding of and commitment to women's leadership and its impact on women and families required;
- Experience contributing to long-term strategic efforts, including growth campaigns, issue-advocacy, or entrepreneurial projects;
- Understanding of fact-checking process and ability to manage process during high-volume, fast-paced periods;
- Ability to utilize federal and state government databases and multiple other data sources;
- Proficiency with Microsoft excel and other programs to track and present data effectively a plus;
- Precise, organized, detail-oriented;
- Resilient, thick-skinned, with a sense of humor and a commitment to teamwork;
- Pro-active self-starter with a hunger to expand the EMILY's List community, win races, and build a sustainable, progressive America.

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