



American Civil Liberties Union of Arizona

Career Opportunity: Policy Director

Posted: March 12, 2015

POSITION OVERVIEW

The American Civil Liberties Union of Arizona (ACLU of Arizona) seeks a dynamic team player with lobbying, policy and management experience to fill the position of Policy Director. The Policy Director will lead strategic high-impact legislative and policy campaigns in conjunction with our legal and communications programs to advance the ACLU of Arizona's broad civil liberties agenda. The Policy Director will lobby the state legislature during session on a broad range of civil liberties issues, including reproductive rights, religious freedom, free speech, LGBT equality, racial justice, immigrants' rights, privacy, criminal justice, voting rights, and police accountability. The Policy Director also will be responsible for overseeing program staff and leading key policy and education activities at the local level, especially in the areas of immigrants' rights, police accountability, reproductive rights and LGBT equality. The Policy Director works under the supervision of the Executive Director and is part of the ACLU of Arizona's senior management team.

ACLU OF ARIZONA

With an annual combined budget of approximately \$1.3 million, the ACLU of Arizona and its Foundation operate jointly as private, non-profit organizations devoted to protecting civil liberties and civil rights. To achieve our mission we litigate and engage in lobbying and public education to advance civil liberties principles statewide on a broad range of constitutional issues. Founded in 1959, the ACLU of Arizona has 7,000 members and supporters in Arizona. Our staff of 12 works in a fast-paced, friendly office located in bustling downtown Phoenix. The ACLU of Arizona is the state-wide affiliate of the National ACLU. To learn more about the work of the ACLU, please visit www.acluaz.org and www.aclu.org.

SPECIFIC RESPONSIBILITIES

- Develop and implement the ACLU of Arizona's legislative and policy program at the state and local levels related to our priority campaigns, including marriage equality, reproductive rights, immigrants' rights, police accountability, sentencing/prison reform and voting rights.
- Supervise and guide program staff working on immigration issues, including our Immigrants' Rights Education and Advocacy Coordinator.
- Devise and execute the ACLU of Arizona's legislative agenda utilizing appropriate strategies and tactics, cultivate relationships with key elected officials, appointed officials, staff, policy makers, and related governmental bodies and leaders, track legislation, develop specific strategy for both proactive and reactive proposals, prepare and deliver testimony and supporting material, lobby members of the legislature, their staff and the Governor's office, draft amendments, identify opportunities for bipartisan support on ACLU issues, and as appropriate draft and advance ACLU initiated legislation;
- Represent the ACLU of Arizona in meetings of ad hoc legislative coalitions, committees and before various community and stakeholder groups; build and lead coalitions with varied and diverse stakeholders and work in partnership with other organizations;
- Serve as a spokesperson on state and local policy issues in collaboration with the Executive Director;
- Collaborate with the Legal Director to coordinate integrated legal and policy campaigns;
- Collaborate with the Communications Director to coordinate the execution of communications goals related to our legislative and policy efforts, including developing external communications on all policy issues, drafting legislative action alerts and fact sheets, talking points, letters to the editor, press statements, and opinion editorials;
- Develop and lead the affiliate's advocacy with the Arizona U.S. Congressional delegation; and
- Work with the Executive Director to participate in budget, donor and planning meetings as necessary.

QUALIFICATIONS

- B.A. required, JD strongly preferred;
- At least one year of experience in legislative, political, or relevant policy-related work, preferably in Arizona;
- Demonstrated commitment to advancing the ACLU's values, mission, and goals;
- Experience supervising staff and leading teams; ability to listen, guide and support people;
- Experience working with coalitions, including developing shared plans, coordinating external and internal communications and navigating internal political dynamics among partner groups;
- Exceptional analytical, research, writing, and oral advocacy skills, as well as the ability to articulate legal concepts and complex issues and communicate them tactfully and effectively to a variety of audiences;
- Exceptional initiative, vision, and the ability to develop and implement short and long-term integrated legislative and policy strategies;
- Ability to work independently and keep organized in a fast-paced environment, manage several projects simultaneously, and adjust strategy to frequently changing demands;
- Ability to work effectively and collaboratively with diverse staff, coalitions and community groups, motivate volunteers, work across the political spectrum, and value differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance;
- Commitment to the highest ethical standards of lobbying and professionalism; and
- Ability to work long hours during legislative session and commute to meetings and events across the state.

COMPENSATION

Salary is commensurate with experience and within the parameters of ACLU of Arizona's salary scale. Excellent benefits include three weeks paid vacation, 100% employer-paid medical and dental insurance, 401(k) plan with an employer match, life and long-term disability insurance, and generous paid holidays.

APPLICATION PROCEDURE

Please submit a letter of interest, resume, professional writing sample of no longer than 10 pages and three professional references including their email, phone and relationship to you. **Send electronic materials to Office Manager Beth Thomson-Gorman at: lizabethtg@acluaz.org or hard copies to:**

*Beth Thomson-Gorman, Office Manager
American Civil Liberties Union (ACLU) of Arizona
P.O. Box 17148
Phoenix, AZ 85011-0148*

Please reference "Policy Director" in the email subject line, and indicate in your cover letter where you found this job listing.

Applications will be accepted until the position is filled.

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability and veteran status.

The ACLU of Arizona comprises two separate corporate entities, the American Civil Liberties Union of Arizona and the ACLU Foundation of Arizona. Both the American Civil Liberties Union of Arizona and the ACLU Foundation of Arizona have the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties.