



American Civil Liberties Union of Arizona Career Opportunity: Policy & Advocacy Director

POSITION OVERVIEW

The American Civil Liberties Union of Arizona (ACLU of Arizona) seeks a sophisticated and dynamic team player with lobbying and policy experience to fill the position of Policy & Advocacy Director. The Policy & Advocacy Director will lead strategic high-impact policy and advocacy campaigns utilizing a combination of state and local lobbying, public education, and organizing strategies in conjunction with our legal and communications programs to advance the ACLU of Arizona's broad civil liberties agenda. The Policy & Advocacy Director, with the assistance of our contract lobbyist, will be the ACLU of Arizona's principled voice on policy matters before the Arizona Legislature, analyzing and drafting legislation, lobbying lawmakers, preparing and presenting testimony and working in and building coalitions that engage key stakeholders. The Policy & Advocacy Director also will be responsible for overseeing program staff and leading key policy advocacy and education activities at the local level, especially in the areas of immigrants' rights, reproductive rights and LGBT equality. The Policy & Advocacy Director works under the direct supervision of the Executive Director, and as a member of the ACLU of Arizona's senior management team, will play a leadership role in advancing integrated advocacy strategies by facilitating a collaborative and efficient workflow among staff.

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, engage in lobbying and public education to advance civil liberties principles statewide on a broad range of constitutional issues including immigrants' rights, racial profiling, police misconduct, prisoners' rights, free speech, religious freedom, education, juvenile justice, and reproductive freedom. Founded in 1959, the ACLU of Arizona has 6,000 members and supporters in Arizona. Our staff of 12 works in a fast-paced, friendly office located in bustling midtown 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 policy and advocacy program at the state and local levels, including priority issue campaigns.
- Devise and execute the ACLU of Arizona's legislative agenda utilizing appropriate strategies and tactics; work with our contract lobbyist to identify, track and develop strategy on state legislation that affects civil liberties, prepare and deliver testimony, lobby members of the legislature, their staff and the Governor's office, draft amendments to legislative proposals, identify opportunities for bipartisan support on ACLU issues, and as appropriate advance ACLU initiated legislation;
- Devise and execute ACLU of Arizona's policy and advocacy priority issue campaigns, including immigrants' rights, reproductive rights and LGBT equality at the local level before city and county governments, local agencies, and school boards;
- Supervise and guide program staff, including our Immigrants' Rights Coordinator and our Border Litigation Project Coordinator, on their local policy and advocacy work and work plans;

- Build and lead coalitions with varied and diverse stakeholders and work in partnership with other organizations;
- Cultivate relationships with key elected officials, appointed officials, staff, policy makers, and related governmental bodies and leaders;
- 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 advocacy campaigns;
- Collaborate with the Communications Director to coordinate the execution of communications goals related to our policy and advocacy 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 opportunities to engage members and activists in strategic advocacy at the local and state levels, including preparing policy advocacy materials to inform the public, ACLU members, and other stakeholders to support ACLU's advocacy efforts;
- Represent the ACLU of Arizona in meetings of ad hoc legislative coalitions, committees and before various community, and stakeholder groups; and
- Develop and lead the affiliate's advocacy with the Arizona US Congressional delegation in conjunction with national ACLU priority campaigns.

OTHER RESPONSIBILITIES

- Guide and advise program staff in the conception and implementation of project goals, content and tactics and ensure that staff provide quarterly update/outcome reports and other reports as needed;
- Develop and manage systems to measure effectiveness of programs in achieving desired goals;
- Represent the ACLU at public functions and ensure strategic participation by the ACLU in events of our allies;
- Oversee execution and completion of all non-litigation, grant-funded deliverables;
- Ensure that all program work within context of the strategic plan has well-defined goals;
- Prepare reports to the board, staff and national office as required;
- Work with the Development Director to identify funding sources and write funding proposals in collaboration with the Executive Director;
- Participate in donor meetings as assigned;
- Support program-related board committees, as assigned;
- Participate in senior staff management and planning, and assist staff with budgeting; and
- Perform other related duties as assigned by the Executive Director.

QUALIFICATIONS

- B.A. required, JD or graduate level degree in public policy or political science strongly preferred;
- Demonstrated career progression with increasing roles of responsibility;
- At least four years of substantial experience in some combination of political, legislative or policy related work, ideally including the development and coordination of issue or policy advocacy campaigns;
- Experience with the legislative process, ideally in Arizona, and political strategic planning;
- Experience working with grassroots or coalitions, including developing shared plans, coordinating external and internal communications and navigating internal political dynamics among partner groups;
- Demonstrated commitment to advancing the ACLU's values, mission, and goals;
- Experience supervising staff and leading teams; ability to listen, guide and support people toward achieving common goals;

- 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 throughout 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 cover letter that illustrates your commitment to civil liberties and civil rights, a current resume, a writing sample, and contact information for three professional references. Send electronic materials to Office Manager Beth Thomson-Gorman at: lizabethg@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 & Advocacy Director" in the email subject line, and indicate in your cover letter where you found this job listing. Applicants will be reviewed beginning the week of September 22 and will be accepted until the position is filled.

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.

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.