



Job Posting

Human Resources & Operations Director

The ACLU of Arizona works to advance equity and dismantle systemic injustice through legal action, policy advocacy, and mobilizing our communities to protect the civil rights, liberties, and dignity of all Arizonans.

POSITION OVERVIEW:

The ACLU of Arizona is seeking an experienced and people-oriented Human Resources and Operations Director to develop and manage core human resources and business operations while advancing a workplace culture grounded in equity, accountability, and care. Reporting to the Executive Director, this position serves as a trusted partner to staff and leadership, ensuring that our policies, practices, and culture work together to set our staff and organization up for long-term success as champions of civil rights and liberties in Arizona. The role will also support labor relations processes, serving as a liaison to the staff union and oversee implementation of the contract bargaining agreement.

The ideal applicant will bring technical expertise in human resources, general operations, and/or business administration. They will have a proven track record of managing multiple projects, producing excellent results, and proactive problem solving with care, compassion, and discretion. The ideal candidate brings sound judgement, strategic thinking, and emotional intelligence with the ability to build systems that support people and help teams thrive. And at the foundation of it all, they should share the values of the ACLU of Arizona, support our mission, and want our committed staff to be as successful as they can be.

Location: Phoenix, Arizona

Compensation: The salary range for this position is \$95,000- \$115,000, commensurate with experience.

Deadline to Apply: Applications will be reviewed on a rolling basis. Priority deadline for applications is October 12, 2026.

Supervision: This position is part of the Administrative Department and reports directly to the Executive Director. This position will supervise paid staff as well as interns and other volunteers as assigned.

Classification: Full-time, exempt.

POSITION RESPONSIBILITIES:

Job responsibilities include but are not limited to:

Human Resources & Staff Support

- Design and oversee full-cycle recruitment, hiring, onboarding, and performance management processes with the support of the senior management team ensuring processes are equitable, consistent, and effective.
- Oversee the administration of ACLU of Arizona benefits including managing contracts with insurance and benefits providers.
- Maintain and develop organizational HR policies, procedures, and initiatives that support staff wellness, professional development, and an inclusive workplace culture.
- Serve as a liaison with the staff union and a member of the management bargaining team and oversee implementation of the contract bargaining agreement.
- Maintain human resources records including employment files and ensure consistent record retention, confidentiality, and compliance practices.

- Identify and mitigate organizational risk by ensuring compliance with federal, state, and local employment laws and regulations, and organizational policies.
- Monitor key HR best practices and metrics to inform organizational decision-making.
- Collaborate closely with the Finance Director and serve as a backup for some finance functions including payroll processing.
- Be a thought-partner with the Executive Director and other staff on dynamics related to staffing, culture, organizational development, and other issues.

Operations Management

- Oversee and ensure efficient organizational operations, including IT systems, facilities, in-person and virtual office management, compliance, safety and security protocols, and record-keeping.
- Collaborate with admin team to coordinate and manage vendor relationships for technology, insurance, payroll, and benefits administration.
- Oversee contracts, risk management, and organizational policies in conjunction with the Executive Director.

Organizational Leadership & Management

- Supervise the day-to-day work and professional development of the Office Manager.
- Champion strategies and programs that foster an equitable, inclusive, and belonging-centered workplace.
- Play a lead role in organizing and planning organization-wide events such as retreats and training.
- Provide support to the Executive Director in facilitating and participating in board of directors meetings.
- Track information and data on operations activities to provide timely, clear, and data driven reports to the board of directors and staff.
- Serve as a thought-leader and partner with peers in the nationwide ACLU network.

QUALIFICATIONS:

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren't sure but are excited about the position, we encourage you to apply.

- Demonstrated commitment to ACLU of Arizona's values, mission, and vision.
- Bachelor's degree required. Advanced degree in Finance, Business Administration, Nonprofit Management, or a related field is a plus.
- Minimum of seven (7) years of experience in human resources, non-profit management, operations, or related area, preferably in a non-profit setting and within a unionized workplace.
- Experience managing HR functions, including the employee life cycle, payroll, benefits administration, and compliance.
- High level of technological proficiency, including QuickBooks, Google Suite, Microsoft Office, database management, and comfort learning new systems.
- Experience supervising administrative or operations staff as well as external vendors and consultants.
- Strong leadership skills with the ability to manage teams, vendors, and cross-departmental projects.

- Demonstrated sound judgment, compassion, and patience; able to exercise discretion in dealing with confidential and sensitive matters.
- Exceptional communication and interpersonal skills, with an ability to engage and work with diverse groups of people in an open and respectful way.
- Deep understanding of staff management skills and practices, including experience coaching, facilitation, and conflict resolution.
- Strong project management skills – highly organized, detail and solutions oriented, able to consistently meet deadlines, and follow up on action items.
- Commitment to encouraging a healthy and collective work environment that values diversity, equity, inclusion, and belonging.

Cultural Responsibility: Demonstrated awareness of one's own cultural identity, views about differences, and the ability to learn and build on varying cultural and community norms. A complex understanding of racial justice and the urgency of confronting institutional racism and inequity. Commitment to equity and inclusion as an organizational practice and culture. Proven track record of working across lines of race, immigration status, ethnicity, language, class, gender, and other identities and experiences including record of arrest or conviction.

Working Conditions: The ACLU of Arizona offices are open between the hours of 9 a.m. and 5 p.m. The physical demands and work environment described below represent those required and encountered by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Inputting information into a computer for extended periods of time.
- Periodically working extended hours, including some evenings, weekends, and holidays.
- Regular travel locally and in-state, and some out-of-state travel as needed.

Why work for the ACLU of Arizona?

Time off: Staff get 15 vacation days their first three years; 20 days after four years. We observe 16 holidays, and all staff have 1 personal day off each month, a modified summer schedule with alternating Fridays off, and an extended winter break.

Benefits package: We cover 100% of health, vision, and dental insurance for employees and 50% for dependents. We provide life and disability insurance, as well as reimbursement for some out-of-pocket healthcare related expenses. Staff are reimbursed for cell phones and home internet.

401k Plan: We want you to be prepared for retirement! We match 100% of the first 1% of your salary deferred to your 401k, plus 50% of the next 5% of your salary contribution. And then, we contribute an additional 2% of your salary contribution each pay period.

Commitment to our staff: We invest in staff growth, professional development opportunities, and are committed to providing regular feedback and opportunities for advancement.

Crystal clear focus: Our team focuses on some of the most important and urgent issues of our times – from abortion rights, voting rights and democracy, LGBTQ+ rights, criminal legal reform, immigrants' rights, border justice, and racial justice.

Our team is amazing: You will be working with incredibly dedicated, smart, and caring people who know how to have fun while getting a lot done in a low-ego environment. In addition to your Arizona

colleagues, you will become part of a national network of ACLU staff in all 50 states plus D.C. and Puerto Rico!

How to Apply

Email your resume, cover letter, and three professional references to jobs@acluaz.org with “HR & Operations Director” in the subject line. In your cover letter, please tell us how you learned about the job, how your qualifications make you the right person for this job, and about your interest and experience with civil rights, civil liberties, and social justice. All attachments should be in Word or PDF format.

No phone calls or walk-ins, please.

The ACLU of Arizona undertakes inclusive strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodation in the application process to contact jobs@acluaz.org.

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The ACLU of Arizona is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage 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, veteran status and record of arrest or conviction.