



AMERICAN CIVIL LIBERTIES UNION
FOUNDATION

Deputy Director for Policy and Campaigns
American Civil Liberties Union of Missouri Foundation
Location: TBD, Missouri

Missouri

Be Part of a Pivotal Moment in History

The American Civil Liberties Union of Missouri Foundation, Inc., (ACLU-MO) seeks a full-time creative trailblazer to serve as our Deputy Director for Policy and Campaigns. This individual will use their strong strategic, organizational, interpersonal, and communication skills to protect civil liberties at all levels of government throughout Missouri. The position reports to the Director of Integrated Advocacy.

Founded in 1920, the ACLU-MO is one of Missouri's premier public advocacy organizations. The ACLU-MO, headquartered in St. Louis, is committed to defending and expanding the constitutional rights and civil liberties guaranteed to all Missourians under the United States and Missouri Constitutions through an integrated advocacy approach, using strategic litigation, legislative advocacy, and communications programs on a broad range of issues. We are in the midst of planned growth and increasing prominence in policy issues including racial equity, education equity, voting rights, equitable policing, reducing mass incarceration, threats to reproductive rights, prosecutorial accountability, LGBT equality, free speech, and protecting privacy in the digital age. The ACLU-MO is an IRS 501(c)(3) organization and works closely with its sister 501(c)(4) organization.

We have a diverse staff of seventeen 17 individuals, with offices in Kansas City and St. Louis. To learn more about our work, please visit www.aclu-mo.org and www.aclu.org.

POSITION OVERVIEW

The Deputy Director for Policy and Campaigns is a part of the intermediate management team of the Integrated Advocacy Department. Under the supervision and direction of the Director of Integrated Advocacy, the Deputy Director for Policy and Campaigns is responsible for the administration and management of the statewide policy and campaign initiatives.

We seek a person with a demonstrated commitment, through previous professional, volunteer, or lived experience, to civil rights and civil liberties. We anticipate that this position will require the person to work in the Kansas City office, the St. Louis office, or another location to be determined, and some travel throughout Missouri will be required.

Under the direction of the Director of Integrated Advocacy and in collaboration with the Deputy Directors for Litigation, Communications and for Community Engagement, the Deputy Director for Policy and Campaigns will lead efforts to advance the organization's policy agenda by planning

and implementing legislative, and electoral, campaigns, analyzing and drafting policy proposals, reviewing data, lobbying state and local policymakers, preparing and presenting testimony.

Responsibilities

The responsibilities of the Deputy Director for Policy and Campaigns include to:

- Develop proposals for and strategize with members of the intermediate management team of the Integrated Advocacy team to select advocacy campaigns.
- Implement advocacy campaigns.
- Work with the Director of Integrated Advocacy to create and oversee the policy and campaigns program budget.
- Participate in the recruitment, hiring, and training of policy and campaigns program staff.
- Supervise and direct the work of policy and campaigns staff, policy fellows, and interns.
- Evaluate and assess policy and campaigns staff performance and conduct performance reviews of policy and campaigns staff.
- Prepare policy analyses and draft legislation designed to effect change by state and local policymakers.
- Cultivate relationships with key policymakers and their staff.
- In conjunction with the Deputy Director for Communication and other Integrated Advocacy Department staff, prepare effective policy and advocacy materials, including action alerts, debate binders, talking points, issue briefs, letters, press statements, opinion editorials, website updates, and legislative and public policy reports.
- Provide policy and campaigns analysis and develop policy and campaigns strategy with Director of Integrated Advocacy and other designated ACLU-MO staff.
- Track and analyze legislative, regulatory and administrative proposals before state and local bodies and, together with Integrated Advocacy intermediate management team, strategically prioritize how to allocate resources.
- Track and analyze emerging ballot initiatives.
- Ensure campaign and lobbying compliance by all ACLU-MO staff.
- Serve as a spokesperson for the ACLU-MO, both with the press and as a public speaker, as appropriate.
- Consult and work with community groups regarding shared priorities and objectives.
- Work with ACLU-MO staff to develop and implement integrated advocacy campaigns and high-impact strategies.
- Draft proposed campaign plans, including basic budgeting and timeline.
- Maintain up-to-date descriptions of the organization's policy and campaigns initiatives.
- Draft reports to the board about policy and campaigns department activity, including legislative reports, as directed by Director of Integrated Advocacy.
- Ensure Director of Integrated Advocacy, Executive Director, and other members of the senior leadership team are adequately informed of work and consulted appropriately.
- Assist with other activities as needed and as assigned.

Supervision: The Deputy Director for Policy and Campaigns reports to the Director of Integrated Advocacy.

Qualifications

- Strong leader with the ability to inspire and help others reach their potential.
- A strong understanding of and demonstrated personal commitment to civil rights, civil liberties, and the mission of the ACLU. Ability to advocate on a full range of civil liberties issues and their explain their importance as well as the implications if they are not safeguarded.
- Experience in non-profit advocacy or other community-based groups is valuable.
- Substantive knowledge and understanding of civil rights and civil liberties issues.
- Exceptional writing and analytical skills.
- Ability to skillfully supervise policy and campaigns staff, fellows, and interns.
- Ability to utilize a self-reflective and self-awareness lens in leadership and collaborative work.
- Demonstrated skills in policy analysis, research, and strategic thinking.
- Excellent communication skills, including the ability to synthesize complex issues and communicate them effectively to diverse audiences, such as elected officials, attorneys, other advocates, impacted communities, supporters, and the general public.
- Demonstrated ability to work cooperatively and lead on a variety of projects with other staff members as well as community organizations and coalitions.
- A commitment to diversity, equity, and inclusion; a personal approach that values the individual and embraces differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, and socio-economic circumstance.
- Creative, result-oriented, self-starting (and -finishing), willing to learn, and able to manage an aggressive schedule, working beyond 9-5 as needed.
- Willingness to travel across the state.
- Proficiency with computers, including Windows, Microsoft Office, and Westlaw.
- A team player who inspires collaboration and functions decisively; flexible and well organized.
- Emotionally mature and self-confident, with a sense of humor to maintain balance and perspective.
- Degree or significant experience in public policy, political science, law, or other related field.
- Demonstrated career progression with increasing roles of responsibility.
- At least four years of substantial experience in some combination of advocacy, community organizing, lobbying, or public policy.

This job announcement provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment, and the description and/or posting may be changed at any time without advance notice.

COMPENSATION AND BENEFITS

ACLU-MO offers a generous and comprehensive compensation and benefits package, commensurate with experience, within the parameters of a Missouri-based non-profit including paid vacation and holidays; medical, dental and vision insurance; life and disability insurance; and

401(K) retirement plan with employer contributions, and employer match of optional employee contributions. This position is full-time, salaried, and exempt under the Fair Labor Standards Act.

TO APPLY

Please submit a resume, cover letter, salary requirement, and writing sample to application@aclu-mo.org. Please indicate “**Deputy Director for Policy and Campaigns**” in the subject line of your email.

For your cover letter in addition to expressing your interest in this position, your salary requirement, and where you saw this posting, make sure you address the following question:

At the ACLU-MO, we value lived experiences and experiences working with individuals across a range of settings. Please discuss such experiences in your cover letter

Please, no phone calls.

DEADLINE

Application materials will be reviewed as received and will be accepted until the position is filled. Interested applicants are encouraged to apply by December 3, 2021.

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, veteran status and record of arrest or conviction.

The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to ensure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact: application@aclu-mo.org.