**Job Opportunity** 

**ACLU of Pennsylvania**

**Deputy Director**

The American Civil Liberties Union of Pennsylvania (ACLU-PA) is seeking a full-time Deputy Director. This is a new role, designed for a professional looking for a meaningful, senior level leadership opportunity with Pennsylvania’s premier defender of civil liberties. We are a passionate, highly motivated group of attorneys, public policy and legislative advocates, communications experts, community organizers, administrators, fundraisers, and volunteers. And now — with ongoing challenges to civil liberties at the national level, the increased need to develop good policy at the local level, the still-evolving impacts of the COVID crisis on civil rights, and the 400-years overdue increased awareness of the impacts of systemic racism on every American institution — is a vital time to join us and make a meaningful, positive, long-term impact on the future of Pennsylvania and the United States.

The Deputy Director will partner with the Executive Director in the leadership of the organization, will assist the Executive Director with the day-to-day management of the organization, and will create robust systems and operations that will undergird and facilitate their vision. In addition to leadership, the Deputy Director will serve as a trusted adviser to the Executive Director, and will be responsible for supervising the People and Benefits Manager and ensuring effective collaboration, systems management and workflow across the organization.

Working closely with and reporting to the Executive Director, this is a full-time, exempt position based in Philadelphia. *Please note that this position is temporarily remote until January 2022 due to the COVID-19 pandemic.*

**DUTIES AND RESPONSIBILITIES**

The Deputy Director will:

* Serve as a trusted partner and advisor to the Executive Director for organizational, personnel, and strategic decisions and anticipating organizational needs over time.
* Serve as a key member of the Senior Management Team and participate in organization-wide decision-making.
* Partner with ACLU-PA’s staff to understand operational needs and develop plans for improving day-to-day operations and support throughout the organization through policy, process, procedures, training and professional development.
* Help build and sustain a culture of belonging in the organization and, with key staff, lead the ACLU-PA’s authentic belonging, inclusion, diversity and equity (ABIDE) work.
* Supervise the human resources functions of the organization, including managing the People and Benefits Manager.
* Strategically manage, organize, and coordinate employees from different departments and geographic locations to ensure efficiency and collaboration.
* Develop, create and/or strengthen cross-departmental committees as appropriate. Provide written scope of work documents for all existing and newly formed committees.
* Oversee the documentation of all operations to ensure that consistent, efficient workflows are in place.
* Envision, plan, and execute annual staff retreats to increase integration, support organizational goals, and build a team mindset.
* In partnership with consultants, Board members, and key staff, lead the organization’s strategic and ongoing planning processes and the organization’s implementation of those plans.
* Improve, maintain, and oversee a performance management system that supports all staff in achieving individual and organizational goals.
* Collaborate and maintain working relationships with staff at ACLU National, particularly colleagues on the Affiliate Support and Nationwide Initiatives team on operations, HR, EDIB, and related topics.
* Other duties as needed.

**OTHER REQUIREMENTS**

* Expressed commitment to the ACLU-PA’s mission and core priorities, including racial justice, criminal legal reform, police reform, voting rights, First Amendment rights, immigrants’ rights, LGBQ&T equality, and privacy and security.
* Demonstrated commitment to equity, diversity, inclusion, and belonging through the use of innovative approaches that value all individuals and respects differences in race, ethnicity, age, gender, sexual orientation, religion, ability, and socio-economic circumstances.
* Strong dedication to management, growth, and professional development.
* Demonstrated commitment to working collaboratively and respectfully toward resolving obstacles and/or conflicts.

**DESIRED QUALIFICATIONS**

* A combination of significant experience in nonprofit management, finance, EDIB, HR, employment law, executive coaching, or other related experience strongly preferred.
* Ability to listen to multiple perspectives and to surface, manage, and resolve conflict.
* Strong interpersonal skills and enthusiasm for building strong professional relationships with relevant stakeholders.
* Demonstrated record of success in driving organizational change and results, building and managing teams of people, facilitating strategic decision making, and developing and managing complex projects.
* Strong presentation and communication skills.
* Proven experience in a management, organizational development or human resources role, with a special focus on management-level advising and interdepartmental collaboration.
* Ability to plan strategically: analyze information, evaluate options, think and coach others on planning, and provide meaningful and critical, effective feedback.
* Experience implementing management best practices, including caring for and getting the best out of people.
* Experience working with a very diverse staff, including diversity in race, ethnicity, age, gender, sexual orientation, religion, ability, and socio-economic circumstances.

**COMPENSATION AND BENEFITS**

The ACLU-PA offers a generous and comprehensive compensation and benefits package, commensurate with experience and competitive with public interest salaries. The annual salary for this position is $120,000. Benefits include paid holidays, along with generous vacation and sick leave; individual/family employer-provided health insurance; life insurance and long-term disability; and a defined contribution plan with employer match. Relocation assistance may be available for out-of-state candidates. This position is full-time, salaried, and exempt from overtime under the Fair Labor Standards Act.

**APPLICATION PROCEDURE**

Interested candidates should submit a cover letter, resume, and three professional references (please include email, phone, and relationship to you) to adminsearch@aclupa.org, and please add “Deputy Director” in the email subject line. Please also indicate in your cover letter where you heard of this career opportunity. *No phone calls please.* All applications are treated confidentially.

Applications will be reviewed until the position is filled, at which time this announcement will be removed from our website.

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

The ACLU-PA's hiring process will comply with Philadelphia’s Fair Criminal Records Screening Standards (“Ban the Box”) ordinance.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. ACLU-PA reserves the right to change the description and/or posting at any time without advance notice.

**ABOUT ACLU-PA**

The ACLU-PA is a nonprofit, nonpartisan public interest organization, dedicated to defending and enhancing personal freedoms protected by the Constitution and the Bill of Rights through litigation, legislative advocacy, and community education. It is a fast-paced environment that addresses headline-making issues with powerful personal stories and dynamic, precedent-setting solutions. The ACLU-PA has three offices, ten volunteer chapters, over 40,000 members and donors, 35 employees, and a $5.3 million operating budget.

The ACLU-PA comprises two separate corporate entities, the American Civil Liberties Union (the “Union”) of Pennsylvania and the ACLU Foundation (the “Foundation”) of Pennsylvania. The Union is a 501(c)(4) nonprofit corporation, and ACLU membership dues fund its lobbying work. Donations to the Union are not tax-deductible. The ACLU Foundation is a 501(c)(3) nonprofit corporation. Foundation funds support litigation and public education efforts. Donations to the Foundation are tax-deductible. The Deputy Director is an employee of the ACLU Foundation of Pennsylvania.

Both the ACLU of Pennsylvania and the ACLU Foundation of Pennsylvania have the same overall mission, and share office space, employees, and the same board of directors. The two entities are jointly known by the term “ACLU-Pennsylvania.”

To learn more about the work of ACLU-PA, please visit www.aclupa.org.