

**CAREER OPPORTUNITY
DIRECTOR [SD-01]
AMERICAN CIVIL LIBERTIES UNION
South Dakota National Chapter**

The **American Civil Liberties Union (ACLU)**, a private, non-profit organization, serving the national public interest as the leading defender of civil liberties guaranteed by our nation's Bill of Rights, seeks a **Director** for the South Dakota national chapter office.

OVERVIEW:

The ACLU of South Dakota is a national chapter of the ACLU and is the state's guardian of freedom that works to promote and defend civil liberties. To achieve our mission, we manage legal, legislative and public education programs on a broad range of constitutional issues including discrimination, free speech, religious freedom, reproductive rights, LGBT rights, and privacy. The ACLU of South Dakota is located in Sioux Falls. To learn more about the work of the ACLU and the civil liberties principles we uphold, please visit www.aclu.org.

Previously part of the ACLU of the Dakotas (a national chapter comprised of both North and South Dakota), the ACLU of South Dakota is a newly formed national chapter which is geared toward expanding our capacity to meet the increasing civil liberties challenges in the state. Reporting to the national organization and working collaboratively with a group of dedicated professionals at the national office as well as outside consultants, we seek an experienced professional who can assume the chief executive functions and responsibilities in South Dakota that were formerly performed by the Executive Director of the Dakotas, and who can strategically direct the expansion of the organization's visibility and impact.

The Executive Director will supervise an administrative assistant and should be a team builder, confident and competent, with strong skills in management, leadership and advocacy. The ideal candidate will understand the subtleties of collaborating with, motivating and engaging diverse constituencies throughout the state.

ROLES AND RESPONSIBILITIES:

- Oversee chapter administration to include the maintenance of a small office, supervision of volunteers and any staff, and managing the Chapter's books and records.
- Serve as the ACLU's principal spokesperson in South Dakota and manage all press relations and messaging.
- Serve as the primary lobbyist.
- Recruit and work with local volunteers and coordinate public education outreach.
- Develop and work with a volunteer legal panel to screen requests for legal assistance and, with the approval of the ACLU National Legal Department, determine which cases the ACLU will undertake.
- Work closely with volunteer leadership to build a strong membership and Board of Directors to develop policies and procedures.
- Manage the chapter budget and implement local fund development programs.

EXPERIENCE AND QUALIFICATIONS:

The ideal candidate will be entrepreneurial, ambitious, energetic, creative, and should have the following experience and qualifications:

- Five years minimum of professional experience and a Bachelor's degree required, advanced degree preferred.
- Experience in a national organization with an affiliate or chapter structure desirable.

- Proven administrative, problem-solving, strategic planning and financial management experience.
- Credibility and experience to connect the ACLU to resources and opportunities outside the organization, particularly with Native American communities; major donor experience is desirable.
- Demonstrated track record as an effective communicator; highly skilled in writing and speaking; adept at crafting proposals, donor correspondence and other kinds of materials.
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board members, national staff members, consultants, potential donors, and other community leaders.
- Demonstrated ability to work independently within the chapter jurisdiction, as well as collaboratively with national initiatives.
- Must be driven and willing to work hands-on in developing and executing the Chapter objectives ranging from the day-to-day to the highly strategic.
- Must possess strategic thinking skills and be adept at planning, prioritizing, organizing and following through.
- Must be decisive, proactive and resourceful possessing the ability to anticipate and act on events and opportunities which may advance the ACLU and to develop solutions when necessary.
- Excellent communication skills; ability to share information readily; ability to listen as well as advise, collaborate, empower and demonstrate diplomacy.
- Must be highly organized with exceptional attention to detail.
- Ability to work quickly and respond well while working under pressure and tight deadlines.
- Must be able to maintain excellent working relationships with a group of diverse cultures and communities.
- Must be willing to undertake frequent travel; occasionally outside of normal business hours.
- A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance.
- Commitment to advancing the ACLU's values, mission, goals and programs, with a broad appreciation for and a sensitivity to the culture and traditions of the organization and an understanding of the range of civil liberties issues and their implications; willing to publicly take unpopular positions.

COMPENSATION:

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of the ACLU compensation scale.

HOW TO APPLY:

If you are a proactive and resourceful team player with a passion for public interest issues, please send a cover letter (with salary requirements), resume, names and phone numbers of three professional references and a writing sample by email to hrjobs@aclu.org. Reference [SD-01/AICH] in subject line – or by mail to:

Human Resources

RE: [SD-01/AICH]

American Civil Liberties Union

125 Broad Street, 18th Floor

New York, NY 10004

Applications will be accepted until the position is filled, which will not be before June 16, 2008. Please indicate where you learned of this job posting.

The ACLU is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with 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. This job posting refers collectively to the two organizations under the name “ACLU.”