



THE AMERICAN CIVIL LIBERTIES UNION OF NEVADA
Position Announcement
Executive Director

AMERICAN CIVIL
LIBERTIES UNION
OF NEVADA

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WWW.ACLUNV.ORG

The Nevada affiliate of the American Civil Liberties Union (ACLU-NV) is pleased to announce an exciting opportunity to serve as the organization's Executive Director (ED).

Rarely does a position like this come along; the successful applicant will quickly become a prominent figure in Nevada, leading one of the state's most well-known and effective nonprofit organizations. The ACLU-NV, an affiliate of the American Civil Liberties Union, is Nevada's largest and most active organization devoted to the protection of civil liberties and civil rights.

Based in Las Vegas, Nevada, one of the country's most exciting and still-evolving cities, the ED will be a key player in the advocacy efforts for a number of constituencies, from street performers fighting for their First Amendment rights on the Las Vegas Strip to criminal defendants languishing in a badly broken criminal justice system. Working with an efficient and dynamic staff in the northern and southern parts of the state, the new ED will guide strategy, build the organization's capacity, and contribute to lasting societal change. Creativity, passion, and flexibility are a must—and they will be rewarded with a position that is exciting and deeply meaningful.

With 2,200 members, the organization has a staff of seven, offices in Las Vegas and Reno, and an annual operating budget of over \$600,000. The ACLU-NV pursues its mission through public education, coalition building, advocacy, lobbying, and litigation. We work on a broad range of civil rights and civil liberties issues, including, among others, free speech, election protection, drug law reform, the Second Amendment, prisoners' rights, immigrant rights, the rights of the homeless, police accountability, criminal justice reform, and LGBT rights. To learn more about the work of the ACLU-NV and the civil liberties principles we uphold, please visit www.aclunv.org.

The ACLU-NV is an equal opportunity employer and encourages applications from all qualified people, including women, people of color, persons with disabilities, and gay, lesbian, bisexual, and transgender individuals.

Electronic applications are preferred. Please send a cover letter, resume, three references, and a writing sample to Carolyn.McCormick@peakhrconsulting.com. Applications will be accepted until the position is filled.



Position Description

The ED is responsible for the ACLU-NV's overall operations, including coordinating the work of the Las Vegas and Reno offices, serving as the public face of the affiliate, and fundraising. The ED works closely with the board and the ACLU national office.

Duties include:

- Coordinating the work of two offices.
 - Developing, implementing, and periodically revising a strategic plan.
 - Recommending an annual budget for board approval.
 - Prudently managing financial resources within budget guidelines and in accordance with accepted accounting standards.
 - Implementing the affiliate's programmatic goals.
 - Coordinating with the affiliate's legal team.
 - Coordinating lobbying efforts on national, statewide, and local issues.
 - Managing a staff of seven, including three attorneys, in a team-based environment.
 - Effectively utilizing and allocating staff and auxiliary support.
 - Facilitating the professional development of the staff.
- Serving as the public face of the affiliate.
 - Developing and directing a communications strategy.
 - Raising the public profile of the ACLU-NV.
 - Coordinating media and public relations activities, including online and social media.
 - Working proactively with news media throughout the state to publicize ACLU positions and the work of the affiliate.
 - Providing interviews to television and print media.
 - Attending important statewide and local events.
- Fundraising.
 - Developing and implementing a fundraising strategy.
 - Developing an annual event plan.
 - Holding a major annual fundraising event in Las Vegas.
 - Planning and coordinating membership, donor, and educational events throughout Nevada.
 - Enhancing relationships with current donors and cultivating potential donors.
 - Increasing the affiliate's fundraising capacity.



- Maintaining a close working relationship with the national office of the ACLU, including attending national ED events and collaborating as appropriate with national projects and other affiliates.
- Maintaining a close working relationship with the board, including reporting regularly to the board on ACLU-NV activities.
- Building on the ACLU-NV's remarkable record of accomplishments and professionalism in litigation, lobbying, and fundraising.
 - Enhancing ACLU-NV representation on state committees and in coalitions.
 - Building a vibrant, larger, and more active and diverse membership base, and providing opportunities for members to participate in ACLU-NV activities.
 - Identifying and helping recruit new board members who will add skills and diversity.
 - Developing and implementing a plan to effectively use technology to facilitate the work of the affiliate.

Qualifications

Required Capabilities

- Interest in, enthusiasm for, and commitment to the mission and principles of the ACLU.
- Informed and articulate on civil liberties issues.
- Fund development or other fundraising experience, preferably in nonprofit, advocacy, or other community-based groups.
- Excellent communication skills, including ability to write and speak clearly, precisely, and persuasively both for professional and lay audiences, including ability to draft and edit persuasive public advocacy pieces and news opinion pieces.
- Strong interpersonal skills, flexibility, and comfort working with people with different backgrounds and diverse opinions.
- Ability to work effectively with diverse communities and organizations that have divergent and often competing agendas.
- Ability to function well in a high-pressure environment that can require extended hours and traveling throughout the state.
- Leadership skills and ability to motivate others.
- Organizational and management skills.
- Bachelor's degree.



Experience Needed

Successful candidates will have experience in many, if not all, of the areas listed below.

- Leadership position(s) in the government, nonprofit, or private sectors.
- Planning and hosting major fundraising events.
- Developing and maintaining donor relationships.
- Developing and implementing an annual budget.
- Managing substantial financial resources within budget guidelines and in accordance with accepted accounting standards.
- Generating and implementing strategic plans.
- Success dealing with news and other media.
- Lobbying at a state, local, or national level.
- Participating in the judicial and legislative processes.
- Hiring and recruiting staff.
- Staff development and team-leadership skills.
- Management of volunteers.
- Effective interactions with an active board.
- Strengthening member relations and growing membership numbers.
- Coalition building.

Preferred Qualifications

- Law or other graduate degree.
- Ability to speak Spanish.

Compensation

Salary is commensurate with experience and based upon the ACLU's compensation structure. The salary range is \$80,000 - \$100,000. Benefits include employer-matched 403B pension contributions; medical and dental insurance for the ED, dependents, and spouse/domestic partner; four weeks paid vacation; and ten paid holidays.