

POSITION ANNOUNCEMENT: EXECUTIVE DIRECTOR

AMERICAN CIVIL LIBERTIES UNION OF WEST VIRGINIA

The American Civil Liberties Union of West Virginia (ACLU-WV), a statewide non-profit organization with over 1200 members, is seeking an Executive Director to direct the diverse and challenging activities of the organization. After growing dramatically during the years of the Bush Administration, the ACLU-WV faces the new challenge of growing and protecting civil liberties in an era of increasing threats. The affiliate is widely recognized as one of West Virginia's leading advocates for civil liberties and civil rights and it works closely with other state organizations that protect women's reproductive rights and LGBT rights, including WV FREE and FairnessWV.

ACLU-WV has earned major victories in state-wide legislation passed that requires law enforcement to collect data on traffic stops to document racial profiling and that create a mechanism for challenging and terminating police officers for misconduct. In addition, ACLU-WV has challenged abuses by law enforcement officers involving racial profiling and other issues in the courts and has several cases involving these issues on its legal docket. Bullying awareness and prevention is on the civil liberties forefront for ACLU-WV and in partnership with FairnessWV, it has set up a website, WV Bully Free, to raise awareness of the problem and provide those who have been victims of bullying with a forum in which to describe their experiences.

Our modern central office is located in the heart of "Wild, wonderful West Virginia" in downtown Charleston, the state's capitol city. Charleston offers a pleasant and cosmopolitan lifestyle in a smaller, affordable metropolitan area with active civic organizations, exciting arts and performance venues, institutions of higher education, and excellent medical facilities. West Virginia's beautiful state parks, abundant wildlife, trail for hiking and biking, and streams and rivers for fishing, canoeing, kayaking and rafting are all within easy reach.

The ACLU-WV is composed of a lobbying body and the ACLU-WV Foundation, which share the same overall mission, office space, and employees. Both legal entities are governed by a board of directors. The ACLU-WV has a combined operating budget approaching \$500,000 and an endowment. The Executive Director supervises a staff of five as well as hosts summer interns annually.

Additional information on the ACLU-WV can be found at www.acluwb.org. Information on West Virginia can be found at www.westvirginia.com and www.wv.gov and on Charleston at www.charlestonwv.com and www.cityofcharleston.org

The ACLU-WV is an equal opportunity employer. Minorities, women, people with disabilities and LGBT persons are encouraged to apply.

RESPONSIBILITIES:

The Executive Director is the chief executive officer of the ACLU-WV, with primary responsibility for managing the day-to-day activities and operations of the organization, leading the fundraising, directing and coordinating the work of a professional staff, and serving as the primary spokesperson. The Executive Director reports to the Boards of Directors of the two corporate entities of the ACLU-WV, and ensures that the organization is fiscally sound and that its operations and activities are consistent with the policies of the ACLU-WV and the parent organization, the American Civil Liberties Union.

KEY RESPONSIBILITIES:

- Supports effective board operations by assisting the boards in their work, including policy formation, goal setting, and giving direction and leadership toward achieving the organization's philosophy and missions.
- Direct the legal, legislative, public education and development activities of the organization.
- With the development committee, oversee fundraising planning and implementation, identify and solicit significant donors, coordinate work of development staff and volunteers, plan special fundraising events, and work to secure grants and other additional resources.
- Recommend an annual budget for board approval and, in concert with the treasurer and finance committee, prudently manage the financial resources within budget guidelines and in accordance with accepted nonprofit accounting standards and practices.
- Manage the human resources of the ACLU-WV according to authorized personnel policies and procedures that fully conform to current laws and regulations, including hiring, supervising, evaluating, and when necessary, terminating paid staff. Maintain strong internal communication and coordination, foster a collegial and supportive working environment, and serve as liaison between the boards and the staff.
- Use technology to facilitate organizational management and operations.
- Oversee the recruitment of members.
- Serve as an articulate and effective spokesperson for the ACLU-WV with the members, public and the media.
- Lobby the Legislature and other bodies on civil liberties issues; coordinate the overall lobbying efforts of the ACLU-WV.

- Coordinate ACLU-WV chapter activities and grass-roots action.
- Direct public education efforts that increase public awareness of civil liberties issues; reach out to members with effective use of our website, newsletters and public events that promote organizational goals.
- When possible, create alliances with like-minded organizations and activists to work on shared issues to advance the cause of civil liberties in West Virginia.
- Work with the Boards of Directors to identify and help recruit new members who will add to the strengths and diversity of the Boards.
- Develop and maintain strategic plans for affiliate growth and advancement.
- Serve as the primary liaison between the affiliate and the national ACLU.

QUALIFICATIONS:

Experience:

- Bachelor's degree required; a minimum of three years of progressive management experience, preferably in the not-for-profit sector.
- Demonstrated experience to develop the resources of ACLU-WV; a successful track record of raising money from a variety of sources; major donor experience is highly desirable.
- A record of success in working in partnership with a board and staff of diverse personalities.
- Strong leadership skills to effectively operate a complex non-profit organization with two active boards of directors.
- Demonstrated management skills in budgeting, recruiting and supervising staff, delegating tasks, and maintaining an effective working environment.
- Demonstrated written and oral communication skills to effectively represent the organization to the media, the public, and government organizations.

Personal Characteristics:

- A personal commitment to the philosophy, values, mission, goals and programs of the ACLU-WV.
- An understanding of the legal and constitutional principles and issues underlying the mission of the American Civil Liberties Union.

- A dedicated and inspiring leader who is resourceful, politically astute and effective in networking, can act on events quickly and represent the organization to critical constituencies.
- An energetic person who can prioritize and handle multiple activities and responsibilities.
- A team player who functions collaboratively and decisively, and is well-organized yet flexible.
- Outgoing and straightforward, shares information easily, and listens effectively
- The willingness to travel the state, including evening and weekends.

COMPENSATION AND TERMS OF EMPLOYMENT:

Salary dependent upon experience and qualifications. Benefits include health insurance, pension, life insurance, long-term disability, and paid parking. Position available January 2012, with starting date negotiable.

APPLICATIONS:

Interested individuals should send a resume, a writing sample, and the names and addresses of at least three references familiar with work experience, to:

E. D. Search Committee
ACLU of West Virginia
Post Office Box 3952
Charleston, WV 25339-3952

Review of applications will continue until the position is filled.