

## **Legislative Director Job Description**

### **ABOUT THE ACLU OF MICHIGAN**

For over one hundred years, the ACLU national network has been fighting to protect civil liberties across the United States. The ACLU of Michigan, founded in 1959, is a nonprofit, nonpartisan, public interest organization dedicated to the defense and expansion of civil liberties and civil rights in Michigan. Whether it's reducing the prison and jail population, achieving full equality for the LGBTQ+ community, reducing immigration detention, or ending unjust laws that strip people of their fundamental right to vote, we take up the toughest civil liberties issues to defend individuals from government abuse and overreach. We are a passionate, highly motivated group of lawyers, public policy experts, lobbyists, community organizers, communicators, and fundraisers. As an organization, we believe that our work in becoming a more equitable, diverse, and inclusive workplace that centers a sense of belonging is a perpetual journey rather than a destination.

### **POSITION OVERVIEW**

The Legislative Director will oversee a statewide legislative and advocacy program designed to fulfill the strategic goals and priorities of the ACLU of Michigan (ACLU-MI). They will provide guidance on public policy advocacy, legislative engagement, and lobbying efforts that are aligned with our organizational objectives.

The focus of any legislative and advocacy strategy must promote the organization's mission, benefit our collaborative philosophy and vision, and align with our strategic goals. The Legislative Director will also play a key role in building and managing legislative and electoral campaigns, will supervise a team of policy strategists, and will play an integral role in building and sustaining a proactive vision for the organization's Political Department.

The Legislative Director will interact with all departments within the organization and be accountable for developing strategies, assessing needs and capacity, leading operational plans, and creating initiatives, metrics and benchmarks to support the ACLU-MI's legislative and advocacy program and address changes in the political, electoral, and public policy environment.

This position lives in the Political Department and may be based out of our state headquarters in Detroit or our regional offices in Lansing or Grand Rapids. This is a hybrid work schedule position with the expectation that the Legislative Director will balance a presence in the office to foster connection, collaboration, creativity, and culture. In addition, when the Michigan Legislature is in session, the Legislative Director should work out of the Lansing office as needed to maintain a clear organizational presence (approximately 2-3 days a week).

### **RESPONSIBILITIES**

- Oversee and develop a statewide legislative and advocacy program designed to fulfill the strategic goals and priorities of the ACLU-MI. Provide guidance on public policy

advocacy, legislative engagement, and lobbying efforts aligned with organizational objectives.

- In collaboration with the Political Director and Field Director, design and lead legislative and electoral campaigns around key civil liberties and rights issues that are generated through community interest and vision, aligned with the ACLU-MI 's priority issues.
- Collaborate with inter-department teams to achieve goals. Work closely with ACLU-MI coalitions, and statewide partners to support litigation, legal advocacy, and public policy advocacy.
- Advise and coordinate with National ACLU and affiliate partners on legislative, lobbying, and advocacy efforts as needed.
- Manage and coach a policy team. Regularly solicit and respond to employee feedback/concerns; Conduct performance evaluations; Manage work assignments; Hold accountable to goals; support professional development; and make recommendations for special assignments.
- Advocate for ACLU-MI's position on pending legislation at Michigan capital through lobbying, written, and verbal testimony before the Michigan Legislature and local legislative bodies.
- Identify, track, and advise on introduced and proposed legislation before the Michigan Legislature and other local legislative bodies that affect civil liberties.
- Cultivate relationships with key elected and appointed officials, policy makers, and related governmental bodies and leaders.
- Build respectful and mutually helpful relationships with organizations and partners in pursuit of our program goals, strategies, and campaigns.

## **QUALIFICATIONS**

- A minimum of five years of experience in advocacy on legislative or policy changes or political organizing and campaigning.
- Demonstrated commitment to civil liberties and civil rights and a commitment to diversity with an understanding of the range and complexity of civil liberties issues and their implications. They will bring 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.
- Experience leading teams. Ability to listen, guide, and support people to achieve common goals and the ability to work collaboratively across a large organization.
- Demonstrated ability to cultivate trusted relationships with diplomacy, and to work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities.

- Exceptional analytical, research, writing, and oral advocacy skills, as well as the ability to articulate legal concepts and complex issues and communicate them appropriately and effectively to a variety of audiences.
- Meaningful familiarity with Michigan communities, state, and local government, racial equity, and social injustice issues that impact our stakeholders.

### **PERSONAL CHARACTERISTICS**

- Commitment to advancing civil liberties and the ACLU's values, mission, and campaign goals.
- A person who can handle and prioritize multiple activities and tasks; stay organized in a fast-paced environment and adjust to changing demands; a person who takes initiative and demonstrates follow-through.
- Creative, results-oriented, self-starting, and eager to learn.
- A team player who inspires collaboration and functions decisively and with flexibility; a person who assumes the best from colleagues and who resolves conflicts directly.
- Works productively and conducts oneself with a calm and professional demeanor when dealing with the public and/or difficult situations.

**SUPERVISION:** The Legislative Director is supervised by the Political Director.

### **WE WANT TO HEAR FROM YOU:**

We know that not all strong candidates will have every skill we list. That's OK. We still want to hear from you. Research shows that women, non-binary people, and people of color are less likely to apply for a position if they don't meet every skill listed. At the ACLU of Michigan, we believe our collective differences enable us to make better decisions, drive innovation, and deliver better programmatic results. We are committed to creating a diverse, inclusive, and equitable state and nation, and we know that begins with us doing the work ourselves.

### **HOW TO APPLY:**

Send a cover letter/ resume/ writing sample to [openpositions@aclumich.org](mailto:openpositions@aclumich.org). We will begin reviewing job applications June 21st. Applications will be accepted until the position is filled.

### **EQUAL OPPORTUNITY EMPLOYER:**

The ACLU-MI is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU-MI 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, or record of arrest or conviction.

The ACLU of Michigan is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please call 313-578-6839, email us at [openpositions@aclumich.org](mailto:openpositions@aclumich.org), or mail a letter

to 2966 Woodward Ave., Detroit, MI, 48201. If you are selected for an interview, you will receive additional information regarding how to request accommodations for the interview process.

**Compensation and Benefits:**

This position is a level 3 position, with a salary of \$93,000 annually. Excellent benefits include 22 days (about 4 weeks) a year of paid leave time and 12 sick days per year at the time of hire, 12-weeks of paid family leave, health, vision, and dental insurance, a 401(k)retirement plan with matching contributions, an individual professional development budget, and an employee assistant program are provided. The ACLU-MI also facilitates a wide range of nationwide employee resource groups.