



Job Title: Public Policy Director	Department: Public Policy
Job Reports to: Executive Director	FLSA Status: Exempt-Full Time Collective Bargaining Unit: Eligible
Pay Range: \$101,000.00 - \$110,000.00	Location: Baltimore, MD or Annapolis, MD

THE ROLE

About the Position

The American Civil Liberties Union of Maryland /ACLU Foundation of Maryland seeks a dynamic attorney, strong community advocate, and an experienced innovative program director to lead the public policy work of the organization in advancing the ACLU’s broad and ambitious civil rights and civil liberties agenda — including government accountability, police accountability, individual autonomy, voting rights, immigrants’ rights, and education — before the Maryland General Assembly, the executive branch, and local governmental bodies, as well as some work with Maryland’s Congressional delegation.

This is a full-time position. During the Maryland General Assembly legislative session (January – April), the Public Policy Director will be based in Annapolis. During the interim (May – December), the Director will be based in Baltimore City.

The ideal candidate will be a visionary leader who flourishes in a fast-paced environment and can effectively manage multiple issues and projects simultaneously. They will enjoy mentoring staff and cultivating advocacy and leadership skills within the team. They will have a demonstrated commitment to advancing racial equity, substantial public policy or legislative experience, knowledge about civil rights, and experience in working with local, state, and national partner organizations and community allies. They are a thoughtful leader who values and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, and socio-economic circumstance, and they actively work to foster an equitable and inclusive experience for everyone in their work.

The Public Policy Director leads and participates in advancing ACLU of MD’s broad civil rights and civil liberties policy agenda through applying a race equity lens. Oversee public policy strategy for the organization. Develop and assess public policy work to disrupt the systems and practices that disadvantage communities impacted by injustice from advocating autonomously for justice reform. Provide leadership and development to the Public Policy team. As a member of the Senior Leadership Team and Management Committee, the Public Policy Director will advise the Executive Director and colleagues on policy advocacy implementation consistent with ACLU-MD’s strategic priorities.

Essential Functions, Duties, and Responsibilities:

The information provided below encompasses the essential functions and capabilities linked with this position:

- ✓ Oversee a statewide Public Policy program designed to fulfill the outcomes and priorities outlined in the strategic plan. Provide guidance on public policy advocacy, legislative engagement, and lobbying efforts aligned with organizational priorities in: education, government accountability, immigrants’ rights, individual autonomy, legal justice system, and voting rights.

- ✓ Collaborate with program staff in legal, engagement and mobilization, and communications to achieve goals. Work closely with ACLU-MD members, prospective members, local coalitions, and community partners with lived experience to support litigation, legal advocacy, and public policy advocacy. Coach and develop staff; collaborate with inter-departmental teams to provide impact internally and externally.
- ✓ Advise and coordinate with National ACLU and affiliate partners on legislative and lobbying efforts as needed.
- ✓ Identify need for, develop, modify, and maintain all public policy efforts, incorporating best practices as well as anticipating/addressing changes in the political, electoral, and public policy environment.
- ✓ Ensure compliance with laws and guidelines established by federal, state, and local legislative bodies, regulatory agencies, and courts including lobbyist registration and reporting.
- ✓ Provide leadership and development of Public Policy Team.

DUTIES AND RESPONSIBILITIES

The individual in this position is expected to engage in the following work-related activities:

Functions

- ✓ Lead the Public Policy team in visioning and implementing innovative advocacy efforts.
- ✓ Identify, track, and advise on introduced and proposed legislation before the Maryland General Assembly and other local legislative bodies that affect civil liberties.
- ✓ Advocate for ACLU-MD's position on pending legislation at Maryland State Capital through lobbying, written, and verbal testimony before the Maryland General Assembly and local legislative bodies.
- ✓ Engage, develop, and execute a public policy agenda that supports the organization's strategic goals.
- ✓ Develop and execute strategic advocacy plans, including public policy, legislative and other outreach efforts with internal and external partners.
- ✓ Supervise Public Policy Counsel(s), Policy Advocate(s), Data Analyst(s), Department Interns(s), and support staff working to gain support for ACLU-MD policy priorities.
- ✓ Manage work assignments; recommend training; solicit and respond to employee feedback/concerns; evaluate performance and discipline as necessary.
- ✓ Provide team members with regular feedback on performance, including frequent informal feedback, annual performance reviews, advising on professional development, and making recommendations for promotions or special assignments.
- ✓ Oversee team completion and filing of semi-annual lobbyist registration and reporting.
- ✓ Oversee compliance with annual attorney reporting requirements.
- ✓ Participate in recruiting new employees, including interviewing and making hiring recommendations/decisions and compensation recommendations.
- ✓ Work to actively elevate the work of and center the leadership of communities directly impacted by injustice.
- ✓ Cultivate relationships with key elected and appointed officials, policy makers, and related governmental bodies and leaders.
- ✓ Develop respectful and productive relationships and coordinate advocacy efforts with impacted populations and partners.
- ✓ Assist with development and support of coalitions.

- ✓ Advocate for the organization's position through meetings with lawmakers, position papers, public testimony, grassroots efforts, and other effective advocacy methods.
- ✓ Lead research and analysis on policy issues and regulations to inform policy positions and trends.
- ✓ Prepare, review, and edit research memos, briefs, reports, projects, and presentations in a variety of formats to engage a diverse range of constituents.
- ✓ Prepare and edit policy and advocacy materials in collaboration with the Communications Director, including action alerts, talking points, issue briefs, letters, press statements, opinion editorials, website updates, and legislative and public policy reports.
- ✓ In collaboration with the Directors of Communications and Engagement and Mobilization, develop and coordinate messaging, initiate press conferences, and speak publicly on ACLU-MD's behalf in media opportunities and at events and forums.
- ✓ Leverage ACLU-MD's access to media outlets to raise the profile of impacted constituents; collaborate with the engagement team to engage and mobilize stakeholders.
- ✓ Provide strategic advice on key initiatives to the Executive Director and other staff.
- ✓ Engage in public speaking, and effective communication with co-workers, constituents, and outside agencies.
- ✓ Attend conferences and other networking events relative to organization's mission and public policy.

Management & Supervisory Responsibility

This position is a management team position that encompasses the supervisory responsibility described above. Members of the management team are responsible for managing matters of significance directly related to the organization. They exercise discretion and independent judgment for the organization. This position customarily and regularly directs the work of at least two or more full-time employees or their equivalent.

Responsibilities may include but are not limited to:

- ✓ Board Meetings: attends and speaks on behalf of the department.
- ✓ Business Operations: commits to or makes recommendations/decisions that have a significant impact on general business operations, finances, plan/control budgets, and team decisions.
- ✓ Strategic Planning: participates in planning both long/short-term objectives for the organization.
- ✓ Contract Negotiations: represents the management team during union negotiations.
- ✓ Policies and Procedures: authority to waive or deviate without prior approval.

In addition to the management team responsibilities, they include but are not limited to:

- ✓ Supervising Work Activities: assigning, directing, planning, scheduling, defining methods, providing resources to ensure organizational objectives are achieved.
- ✓ Recruitment and Separation: aides in staffing selection, hiring, and terminations.
- ✓ Training: facilitates internal mentoring and staff development activities.
- ✓ Compensation: aides in the decision-making process in promotions, demotions, and job transfers.
- ✓ Performance Management: provides job performance feedback, conducts performance reviews, and staff progressive discipline.
- ✓ Employee Relations, Safety, and Security: responds to employee complaints and grievances as well as promotes employee health, safety, and security.

Position Qualifications:

Minimum-Entry Qualifications

Values Agreement:

- ✓ Demonstrated personal commitment to advancing the ACLU's values, mission, goals and programs, with an understanding of the range of civil rights and civil liberties issues and their implications through previous experiences.

Race Equity Commitment:

- ✓ Demonstrated commitment to racial equity, dismantling white supremacy, and incorporating a structural power analysis into work. Must have knowledge and understanding of how power is manifested in matters of race, ethnicity, age, gender, sexual orientation, gender identity, gender expression, religion, ability and socio-economic circumstances.

Typical Education & Work Experience:

(Relevant experience will substitute for required education at a rate of one-year relevant experience per year of required education.)

- ✓ Juris Doctorate Degree or equivalent.
- ✓ A minimum of 7 to 10 years' experience in a similar position, or equivalent combination of education and experience.
- ✓ At least 5 years of experience managing people doing lobbying, policy advocacy, or legislation for a social justice or racial justice organization.

Certification or License Requirements:

- ✓ Licensed to Practice Law in State of Maryland or ability to receive license through reciprocity process.

Typical Functional Experience:

- ✓ Experience with statutory and legislative analysis, legal research and writing, and legislative processes in Maryland; experience with advocacy and policy change tools and awareness of the political landscape.
- ✓ Maintain working knowledge of relevant current and proposed federal, state, and local laws, regulations and other legal directives, and effective civil litigation, policy/legislative development, community lawyering and advocacy practices.
- ✓ Demonstrate excellent ability to cultivate relationships with diplomacy, and to work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities.
- ✓ Effectively communicate information and ideas to executives, board members, and other high-profile groups.
- ✓ Experience working in a non-profit, advocacy, or political organization.
- ✓ Ability to think strategically and conceptually with an unbiased approach to solutions using a race equity lens.
- ✓ 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.
- ✓ Adaptable team player with the ability to engage various constituencies in a complex environment.
- ✓ Strong public speaking abilities.
- ✓ Recognize and define problems, collect data, establish facts, and draw valid conclusions in the context of a variety of situations with multiple variables, both predictable and unpredictable.
- ✓ Compose precise, effective, and grammatically correct reports, procedures, legal documents, and business correspondence appropriate for the intended audience.
- ✓ Demonstrated effectiveness in working productively with impacted populations, coalitions, and community groups, motivate volunteers, work across the political spectrum, and value differences

- of race, ethnicity, age, gender, sexual orientation, religion, ability, and socio-economic circumstance.
- ✓ Make sound, timely, and informed decisions in complex situations.
 - ✓ Demonstrate initiative, including pro-actively identifying and addressing issues and making recommendations.
 - ✓ Demonstrate a high attention to detail.
 - ✓ Demonstrate flexibility and adaptability in a fast-paced environment
 - ✓ Negotiation, leadership, performance management, and computer skills.
 - ✓ Familiarity with Maryland communities, state, and local government racial equity and social injustice issues that impact our stakeholders.
 - ✓ Ability to organize and prioritize own work and the work of others.

Supervisory/Managerial Practice:

- ✓ Assign, review, plan, and coordinate the work of employees.
- ✓ Evaluate employee job performance.
- ✓ Provide instruction and training and to respond to employee problems.
- ✓ Recommend/approve the discipline or discharge of an employee.
- ✓ Recommend/approve the selection, promotion, or transfer of an employee.

Technical Aptitude:

- ✓ Maintain advanced working knowledge of office-related software, including Apple and Microsoft office products and any industry-specific technology or other internet research.

tools. Work Schedule & Travel Obligation:

- ✓ Ability to frequently travel locally, regionally, and nationally as needed.
- ✓ Ability to frequently work days, evenings, weekends, and nights as needed.
- ✓ Ability to commute to meetings and events in Annapolis and throughout the state, and often on short notice.

Bonus Considerations

The following are the desired competencies, characteristics, or traits for this position:

- ✓ Ability to read, analyze, and interpret complex legal and policy documents, including laws, contracts and collective bargaining agreements, regulations, and court opinions, as well as statistical and financial reports.
- ✓ Ability to manage and track operational expenses and departmental budget.

THE TOTAL REWARDS

Compensation and Benefits: Salary is commensurate with experience (\$101,000.00 to \$110,000.00). Excellent benefits include three weeks paid vacation at time of hire (increasing to four weeks after two years); 13 paid office holidays; 12 paid sick days, telework and flex-time, generous medical insurance including two health, dental, and vision insurance options for staff members, their dependents and spouse/domestic partner; flexible spending accounts employee assistance plan; six weeks of paid medical leave, life and accidental death and dismemberment insurance, short-term disability and long-term disability insurance; and 401(k) defined contribution retirement plan with employer match, free on-site parking, additional commuter benefits with access to commuter rail station. Direct exposure to cutting-edge civil liberties and civil rights work. This is a position that is exempt from the overtime provisions of the Fair Labor Standards Act.

Deadline/Start Date: The position will remain open until filled. Interviews will be scheduled on a rolling basis.

To Apply: Please submit a cover letter, resume, three professional references, and a short (no longer than 5 pages) legal or policy-related writing sample at this website: <https://aclumaryland.applytojob.com/apply/DOLQFoJuvh/Director-Of-Public-Policy> For alternate methods to apply please email HR@aclu-md.org. **We discourage applicants from applying through third party websites. Early applications are strongly encouraged. It will not be possible for us to respond to telephone or email inquiries.**

Resumes or applications sent via other avenues will not be considered.

THE ORGANIZATION

About the ACLU of Maryland

The ACLU of Maryland is an equal opportunity employer. We are committed to diversity and inclusion in our work and on our teams. We encourage applications from all qualified individuals without regard to race, color, gender, sexual orientation or preference, gender identity and expression, age, national origin, marital status, citizenship, disability, veteran, or formerly incarcerated person status. Persons with disabilities may request accommodations.

The ACLU of Maryland is a non-partisan, non-profit public interest organization devoted to protecting civil rights and civil liberties. The ACLU of MD is an affiliate of the national ACLU, a key defender of civil liberties guaranteed by the Bill of Rights. The ACLU works in the courts, legislature and in communities to defend and expand individual rights and personal freedoms guaranteed by the Constitution, the Bill of Rights, and civil rights laws. The ACLU of Maryland is committed to centering race equity in our work, internally and externally, in order to better support and be accountable to communities of color, whose civil rights and civil liberties are systematically threatened by white supremacy.