



Job Announcement
Deputy Executive Director
American Civil Liberties of Hawai'i
Honolulu, HI

Be Part of a Pivotal Moment in History

The American Civil Liberties Union of Hawaii's next Deputy Executive Director will be a professional looking for a meaningful opportunity in a proven and vibrant organization that makes profound differences in the lives of people all across our state. We take pride in our reputation of over 50 years of fighting the hard fight for people whose civil rights are challenged. And now—with never-before-imagined threats to civil liberties at the national level, the increased need to develop good policy at the local level, the still-evolving impacts of the COVID crisis on civil rights, and the 400-years overdue increased awareness of the impacts of systemic racism on every element of our society—it is the ideal time to join us and make a meaningful, positive long-term impact on the future of Hawai'i and the United States!

The Deputy Executive Director operationalizes the Executive Director's vision for the organization, which has been developed in consultation with the Staff and the Board of Directors. They assist the Executive Director in managing and leading the ACLU of Hawai'i, including financial oversight, communications, equity, diversity, inclusion, and belonging (EDIB), human resources, and strategic planning. They lead with humility and empathy, recognize they have growth areas and work to overcome them, and respect and learn from the perspective of others across lines of difference, including race, gender, national origin, sexual orientation and identity, and more. The Deputy Executive Director reports to the Executive Director, and assumes the responsibilities of the Executive Director in their absence.

This position is based in Honolulu.

What you'll do

Leadership

- Supervise the Director of Operations and Finance, Development Director, and Communications Manager.
- Stay aware of and implement best practices in EDIB.
- Oversee the periodic strategic planning process.

Financial management

- Overseeing affiliate finances including budgeting, payroll, internal controls, and financial reporting.

- Work with external accountants, auditors, banks, and other financial institutions to ensure sound management of financial operations, including budgeting, payroll, receipts, disbursements, internal controls, and internal and external financial reporting.

Human resources

- Develop systems for recruiting, onboarding, and continued training of staff that enhance the organization’s commitment to EDIB.
- Manage human resources including benefits programs, internal policies, evaluations, compensation, recruitment, and onboarding.

Communications

- Develop strategic communications strategies.
- Working with communications manager advise all departments on communication tactics and outreach.

Technology

- Assist staff with day-to-day troubleshooting of technology and serve as liaison with IT consultant.
- Help investigate new software and technology solutions.

What you’ll need

- A commitment to the mission and goals of the ACLU of Hawai‘i.
- Management experience supervising professional staff, managing budgets, and effectively handling multiple priorities and projects.
- Experience with fiscal management, strategic planning, and familiarity with nonprofit financial reports.
- Experience with various workplace technologies including, but not limited to: Microsoft Office; web-based research services; website design and maintenance services; and social media. Familiarity with issues surrounding telework is also preferred.
- Excellent communication skills as a public spokesperson and advocate; a “quick study” on an array of issues, including the ability to analyze and articulate legal and civil rights concepts and other complex issues and communicate them to a variety of audiences.
- Proven ability to build and nurture a calm and positive working environment, especially in high-intensity situations.
- Experience working in coalitions, including coordinating communications and navigating political dynamics among partner groups.
- Demonstrated ability to work independently, keep organized in a fast-paced environment, manage simultaneous projects, and adjust strategy to changing demands.
- Demonstrated ability to collaborate with colleagues across departments.

- Demonstrated ability to work with diverse coalitions and community groups, work across the political spectrum, and value differences of race, ethnicity, age, gender, sexual orientation and identity, religion, ability and socio-economic circumstances.
- Ability to travel as needed both within the state and occasionally to the continental United States.
- Familiarity with Hawai'i preferred.

Are You Ready to Help Lead Us into the Future?

If you're excited about devoting your talents and skills to the ACLU of Hawai'i, please submit your resume, letter of interest, and mention where you learned of this opportunity, by email, to DeputyExecutiveDirector@acluhawaii.org. Please include your last name and "Deputy Executive Director – Hawai'i" in the subject line of the email. No phone calls, please. To ensure that we receive your application, please do *not* use any other ACLU email address.

Salary is commensurate with experience and within the parameters of the ACLU of Hawai'i compensation scale. Excellent benefits, which currently include: generous vacation and sick leave; individual/family employer-provided health insurance, and long-term disability; defined contribution plan with employer match; and 14 paid holidays. This position is full-time, salaried, and exempt under the Fair Labor Standards Act.

We will accept applications until August 20, 2020 or until the position is filled, at which time the job announcement will be removed from our website. We hope that one of those applications is yours.

The ACLU of Hawai'i is a nonprofit, nonpartisan public interest organization, dedicated to defending and enhancing civil rights and civil liberties through litigation, legislative advocacy, organizing, and community education.

The ACLU of Hawai'i is an equal opportunity/affirmative action employer. We value a diverse workforce and an inclusive culture. It is our policy to employ qualified people without regard to: race; color; religion; sex; national origin; age; ancestry; disability; sexual orientation; veteran's status; marital status; civil union status; arrest or court record; citizenship; credit history; genetic information; gender identity or expression; status as a victim of domestic violence, sexual violence, or stalking; or any other characteristic protected under federal or state law.