



JOB TITLE	Chief Program Officer
REPORTS TO	Executive Director
FLSA	Exempt/Full-Time
JOB LEVEL	B
UNION	Non-Union, Confidential, Supervising Employee
EMPLOYEE OF	ACLU of NC Legal Foundation

ABOUT THE ACLU OF NORTH CAROLINA

Whether it's achieving full equality for LGBTQ people, fighting to achieve racial justice, pushing to eradicate our broken and racially biased criminal legal system, defending freedom of speech, religion, and the right to protest, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties cases and issues to defend all people from government abuse and overreach.

Two critical components of our work are centering the voices of impacted people and applying an anti-racist and gender justice lens to all aspects of our internal and external functions including but not limited to recruitment and human resources, strategic planning, donor and volunteer relations, Board and committee processes, and deciding what cases to litigate. We are looking for candidates who share our commitment to our values.

We are currently a team of just over 20 people that care deeply about the work we do. We strive to embody these values. Our team, at the moment, is predominantly (55%) white and we are actively striving to diversify our staff with individuals from underrepresented and marginalized groups who have experience in and share our passion for social justice.

THE OPPORTUNITY

The American Civil Liberties Union of North Carolina (ACLU-NC) is seeking a Chief Program Officer to oversee our integrated advocacy program. Over the past several years, the ACLU-NC has grown in breadth and depth and uses multiple advocacy strategies to protect and advance the civil rights and civil liberties of everyone in North Carolina. These strategies include litigation, legislation, public education, and policy advocacy among others. After engaging in a sweeping strategic planning process, we created this new position—Chief Program Officer—to help lead and coordinate our broad array of work. Ideally, the Chief Program Officer will bring their experience challenging systems of oppression to our overall strategies for achieving greater justice and fairness within our organization and across our state.

We seek an experienced, innovative, and collaborative leader who works well with diverse groups of people to lead the implementation and coordination of the ACLU-NC's strategic work through the functional program areas of: Legal/Litigation; Policy Strategy and Advocacy; and Communications. Each of these programmatic areas is led by an experienced director who in turn supervises the team.

Reporting to the Executive Director, the Chief Program Officer will serve as the hub for cross-departmental strategies on issues that require coordination across ACLU-NC's legal, communications, advocacy, and policy teams. This core leadership role will oversee the organization's high-level cross-functional integration between all program areas and resource allocation. The Chief Program Officer will also lead the implementation of our strategic programmatic framework, assist in the development of programmatic evaluation tools, and assist in determining the best tactical use of resources ensuring that the ACLU-NC integrates all components of the strategy to advance equity and racial justice. The Chief Program Officer is a member of the Leadership Team. This position will, when at full capacity, lead a department of 25 in a unionized environment, directly supervising 3-4 staff. The number of direct reports and department size is subject to change.

RESPONSIBILITIES

Leadership and Vision

- Work closely with the Executive Director to operationalize the current strategic plan to execute on the organization's vision
- Collaborate with the Senior HR Manager to recruit, develop, and retain qualified high functioning program staff utilizing equitable practices that align with the collective bargaining agreement.
- Manage and supervise the directors of the legal, policy advocacy, and communications departments, and facilitate coordination and integration among the three programs.
- Foster a culture that promotes teamwork, accountability and professional growth characterized by excellence along with anti-racism, diversity, equity, inclusion, and belonging.
- Work with the Chief Financial Officer to ensure that all programs operate according to budget and fiscal requirements, maintaining targeted deliverables with the highest standards of ethics and accountability.
- Assist in developing program budgets and other reporting systems to ensure effective operation of the affiliate's programs.
- Collaborate with the Chief Development Officer to organize and manage program activities that maximize opportunities for philanthropic support; this includes collaborating extremely closely on grant proposals and grant reporting.

Strategy, Planning, Implementation, and Evaluation

- Help the Executive Director maintain the organization's focus on its strategic goals so that the ACLU-NC's activities and resources effectively advance the organization's mission, vision, and values.

- Assist the Executive Director in developing and implementing tools and methods to evaluate the effectiveness of the organization's programs and identify innovative methods to share that impact with a variety of audiences.
- Ensure that the organization fulfills its obligations to funders and sponsors of programs and communicate progress and challenges back to the Chief Development Officer.
- Engage creatively with the ACLU-NC Strategic Planning Roadmap and Programmatic Strategies Planning Processes (developed through the 2021 strategic planning process) and foster a common vision of large-scale impact and change.
- Lead the program planning and work plan processes to set goals, assess progress, ensure collaboration, and foster learning across issues and strategies. Help guide and direct the work under the plans, hold team members accountable to the plans, evaluate and measure progress.
- In concert with Directors, develop plans, gather data, and conduct evaluations of program priorities and initiatives that align with the organization's strategic goals.
- Provide program management support and oversight to ensure the effective implementation of each program department.

General Management

- Serve on the organization's Leadership Team.
- In conjunction with the Executive Director, support the work of the ACLU-NC board by providing regular, timely and accurate information and reports to the board for program planning and evaluation.
- Collaborate with the ACLU National office, and other affiliates as needed, on nationwide and statewide issues.
- Help to represent the organization to the media, stakeholders, task forces, and others as needed.

TO BE SUCCESSFUL IN THIS ROLE, THE CANDIDATE WILL HAVE

- A minimum of 8 + years of relevant experience including at least 5 years in senior-management roles that required significant judgment, emotional intelligence, and management and leadership finesse.
- A law degree with at least ten years' experience actively practicing law, or equivalent experience in policy advocacy.
- Experience managing a budget of \$1M+.
- Experience working at an organization with an integrated advocacy model where legal, policy, and community engagement are used collaboratively and cohesively to achieve results.
- Excellent analytic, problem solving, and coaching skills; adept at overseeing and executing strategic projects with significant visibility and impact. Demonstrated ability to resourcefully solve problems with a people-centered focus.
- Some experience with labor unions and managing in a unionized environment.
- An awareness of the impacts of secondary trauma in the workplace.

- Understanding of oppressive systems and experience using strategies that create systemic and lasting change.
- Familiarity with office technology and information systems, including databases, case management software, digital legal research sources, online communications, and word processing.
- Exceptional interpersonal skills, tact and diplomacy with the ability to develop and maintain cooperative, collaborative, and successful working relationships with staff and board.
- Demonstrated ability to develop and manage effective teams in a fast-paced, complex, non-profit environment and the ability to think several steps ahead and anticipate needs and challenges.
- Demonstrated ability to maintain confidentiality and discretion.
- Display emotional intelligence by being a diplomatic advocate with active listening skills who can connect with people with cultural humility, build relationships across differences, and navigate and resolve conflict in a manner that values and respects relationships with people at all levels, both within and outside of the organization.

TO STAND OUT FROM THE OTHERS, YOU WILL:

- Have an accessible, flexible, decisive, and supportive management style that inspires trust and confidence while creating space for collaboration and shared decision making when possible.
- Have the ability to inspire staff to work together in pursuit of a common mission and hold them accountable for accomplishment of objectives.
- Have the ability to provide clear direction, delegate well and assume ultimate responsibility while developing and nurturing highly talented and diverse staff.
- Demonstrated ability to grasp concepts quickly and intuitively, and effectively communicate thoughts and ideas.
- Resilience, gravitas and grit
- Demonstrated commitment to civil liberties, social justice, and race equity and demonstrated experience working with individuals and communities that are directly impacted.
- Proven ability to provide meaningful and critical feedback on planning and execution of programs.
- Strong self-motivation and capacity to handle numerous deadlines and work in a fast-paced, stressful environment.
- Excellent writing, research, analytical, and verbal communication skills.
- Demonstrated ability to work competently and effectively under pressure.
- Demonstrated ability to think critically and solve complex problems and able to work independently and take initiative

WHAT ELSE SHOULD YOU KNOW?

You are welcome here! The ACLU-NC is committed to an inclusive work environment that reflects the population that we serve. We are proud to be an equal opportunity employer and are committed to building an organization where all employees and North Carolinians can be proud. We eagerly anticipate 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, parental status, veteran status, or record of arrest or conviction.

COMPENSATION & BENEFITS

The salary range for this position is from \$135,000 to \$150,000, depending on experience. Excellent benefits include but are not limited to:

- Three weeks paid vacation at time of hire (increasing to four weeks after two years).
- 10 paid office holidays, 1 floating holiday, and winter recess (December 25-January 1).
- 10 paid sick days.
- Hybrid work environment.
- Generous medical, dental and vision insurance options for staff members, their dependents and spouse/domestic partner.
- Flexible spending and dependent care accounts.
- Up to twelve weeks of paid medical leave.
- Life and accidental death and dismemberment insurance.
- Short-term disability and long-term disability insurance.
- 401(k) defined contribution retirement plan with employer match.
- Paid annual state bar membership and related fees.
- Free on-site parking.

This is a position that is exempt from the overtime provisions of the Fair Labor Standards Act.

TO APPLY

Applications may be submitted via this link ([Chief Program Officer - American Civil Liberties Union of North Carolina - Career Page \(applytojob.com\)](#)) and should include a cover letter explaining your specific interest in working for the ACLU of North Carolina and a resume. Please note that we will only be able to follow up with those candidates under consideration. Applications will be accepted and reviewed on a rolling basis until the position is filled.

The ACLU-NC is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Recognizing that strict minimum requirements tend to disproportionately discourage women and people of color from applying for jobs for which they would otherwise be competitive, we encourage all qualified individuals to apply -- especially people of color; women; people from low-income backgrounds; people with disabilities; people who identify as LGBTQIA+; and people who are formerly incarcerated or otherwise directly impacted by the criminal legal system.