



## Field Manager: Candidate Cheat Sheet

Apply [HERE](#) - Deadline is Friday, October 31, 2019

### THE OVERVIEW

**Are there any requirements I need to have before I apply for this role?**

Yes. While candidates are not expected to have all of these, our strongest candidates will see themselves in more of these descriptions than not.

- **You are comfortable with change and a problem solver extraordinaire.** You thrive in dynamic, ever-changing environments. You don't mind working some evenings, weekends, and irregular hours. When faced with obstacles, you are inherently self-motivated to find solutions. Based on observations gleaned throughout your work, you proactively suggest new streamlined approaches to processes to improve effectiveness. You know when to move forward on solving a problem and when to consult others for guidance or approval.
- **Community outreach gets you fired up.** You consider yourself a community builder and are adept at consensus-building amongst diverse groups. You have the ability to build strong relationships quickly and cultivate them over the long term.
- **You are a skilled communicator and relater.** Your strong written and verbal communication is error free, with the right balance of professionalism and warmth. You listen carefully without distraction to what others are saying and are able to pick up on unspoken details which allows you to ask insightful questions. You are skillful at clearly communicating the most detailed and complicated information and also inspiring hope in others.
- **You believe that everyone's constitutional rights and civil liberties should be protected.** You are committed to the mission, priorities and organizational values of the ACLU-NC and appreciate that equity and inclusion are essential to the quality and lasting impact of our work. You know how to listen

and engage with diverse groups of people to truly understand their needs and priorities and to support them.

**What can I expect as part of the interview process?**

- We know how busy you are, so we have designed a transparent interview process with five key steps so you know what to expect, and when. Our commitment to you is to let you know the status of your candidacy at each stage of the process. Now is a great time to block out time on your calendar so that if you advance through our process you are cleared to participate fully. Please be sure to note on your application if you have any conflict (travel plans, etc.) that may conflict with these dates.

<b>Date</b>	<b>What</b>	<b>Candidate Time Investment</b>
October 31	Deadline to apply for Field Manager role <a href="#">HERE</a> .  Please also email your resume to <a href="mailto:policyhiring@acluofnc.org">policyhiring@acluofnc.org</a> .	30 - 60 minutes
November 6	You'll find out if you're advancing to a phone screen.	
November 7 - 14	A phone screen with ACLU-NC staff	30 minutes
November 20	You'll find out if you're advancing to the video interview and written exercise.	
December 2 - 5	A video interview with ACLU-NC staff	60 minutes
December 9	You'll find out if you're advancing to final interviews.	
December 17 - 18	Final in-person interview	Please block this day on your calendar. Interviews will be approximately two hours.
December 20	You'll find out if you're advancing to reference checks.	Please give some thought now to whom your six (6) references would be. (2 managers, 2 peers, and 2 employees)

January 6 - 10, 2020	Reference checks	
January 15, 2020	Offer made!	

**Can you tell me more about who the ACLU-NC serves?**

- The ACLU serves all North Carolinians. We are a nonpartisan, nonprofit organization that works in courts, Congress, the General Assembly, and communities to protect and advance the constitutional rights of everybody. With a nationwide network of offices and more than 30,000 members across North Carolina, we take up the toughest civil liberties fights. Beyond one person, party, or side — we the people dare to create a more perfect union.

**What are some of the challenges I will encounter in this role?**

- The programming you implement needs to align with the ACLU-NC’s existing vision and long-term strategy. Our organizing work is in the infant stage, so you will need to be entrepreneurial.

**What are the greatest opportunities for impact in these roles?**

- You will have the opportunity to do deep, meaningful work in a community that both needs and wants the assistance.
- You will have the opportunity to work with partner organizations that share your passion and greatly expand your network in this sector.
- You have the opportunity to build a replicable and sustainable model that emphasizes capacity building. This model could then be adopted in other affiliates across the country.

**What hours will I work?**

- You can expect to work a standard 40-hour week but with variable hours. Depending on the event calendar, you will be expected to work some evenings and weekends.

### **To whom will I report?**

- The Field Manager will report to Robert Stephens, Director of Political Strategy and Advocacy.

### **Will I have management responsibility?**

- The Field Manager will directly supervise two Regional Field Organizers and manage the ACLU-NC's volunteer and community engagement program.

### **How will I be set up for success and on-boarded into this role?**

- You can expect the policy team and the rest of our staff to invest a lot of their time on the front end in getting you up to speed. We will make introductions for you to the ACLU-NC's existing partners and share all working documents with you (the team currently uses Google Suite). Going forward, you will have weekly check-ins with Robert to update him on your progress against goals so that he can help remove any barriers standing in the way of you being successful.

### **What are the salary and benefits?**

- The salary range for the Field Manager position starts at \$48,000 and is commensurate with experience. Excellent benefits include paid vacation, sick time and holidays; medical, dental and vision insurance; life insurance, short-term and long-term disability insurance; and 401k retirement plan with employer match.

### **Will I need to travel throughout NC or nationally?**

- You will regularly have meetings in other areas of the state and may need to travel out of state occasionally for ACLU nationwide convenings or for other professional development.

### **I have additional questions that I need answered before I decide to apply.**

#### **To whom should I reach out?**

- Please reach out to Robert Stephens, Director of Political Strategy & Advocacy, at [policyhiring@acluofnc.org](mailto:policyhiring@acluofnc.org).