



Field Manager: Role Description

The Challenge and Opportunity:

Founded in 1965, the ACLU of North Carolina, an affiliate of the national American Civil Liberties Union, is a private, nonprofit, nonpartisan organization that stands as the state's guardian of liberty – working in courts, the legislature, and communities to protect and advance civil rights and civil liberties for all North Carolinians. With nearly 30,000 members and supporters across the state, the ACLU of North Carolina has its main office in Raleigh and satellite sites in Charlotte and Wilmington.

We have recently added organizing to our arsenal of tools to protect civil and constitutional rights in an effort to create a program that produces long-lasting and sustainable impact. This is a work in progress as we are building out our organizing program.

You:

As Field Manager, your charge is to develop a cohesive, organizing strategy that grows our capacity, volunteer base, and engages a diverse subset of members and supporters in meaningful and impactful ways. To do this, you will order priorities, convene meetings, develop and execute a work schedule, monitor progress towards goals, track details, and supervise assigned campaign staff and volunteers.

Looking back on your time, you will be most proud your footprint included:

- **Elevating** your team's performance to the next level

Result: Your two direct reports (managing regional organizers in Wilmington, NC and Charlotte, NC) are fully accountable and fired up to deliver on our life-changing Campaign for Smart Justice plan in North Carolina, which is part of an unprecedented, multiyear national effort to reduce the U.S. jail and prison population by 50% and to challenge racism within the criminal legal system. Additionally, they engage members and supporters in their respective geographical locations. You know you're on track because your performance appraisals show you are getting it done and we experience a dramatic increase in engagement of our volunteers and supporters

- **Setting and articulating** an extraordinarily bold external vision that is metrics-driven, people-centered, and allows us to achieve the goals of our various campaigns and engage, mobilize and grow a volunteer base of activists, members and supporters of the ACLU-NC.

Result: You and your team successfully build a pipeline of supporters that encourage policymakers and elected officials to institute and enact policies that reduce incarceration by 50%. Additionally, your team routinely hosts house parties, town halls, phone banks, and door-knocking engagements that engage our base.

- **Creating and tracking** a strong database of potential volunteers within our Voter Access Network (VAN) and using data to regularly create qualitative and quantitative reports for senior staff and external stakeholders.

Result: You and your team have the strongest data tracking system in the southern regional area. When issue-based events take place, we can target supporters and members with precision due to your data collection.

Our Team + Culture

You will report directly to the Director of Political Strategy & Advocacy, Robert Stephens, a team leader who is personally invested in developing his staff, you can expect to grow significantly under his leadership. When fully staffed, you will join an impressive group of more than 20 staff members who all fight daily to protect the civil liberties of North Carolinians.

As a learner at heart, you'll love that your fellow ACLU-NC peers challenge themselves to regularly ask, "Is there a better way?" Like us, you believe in an inclusive, and culturally competent society and are inspired by our commitment to diversity and inclusion. You and every member who joins our team bring a remarkable and diverse set of experiences, skills, and characteristics that move us towards a more equitable and just nation.

The Tangible Good

- Salary. *The salary range for the Field Manager position starts at \$48,000 and is commensurate with experience. For more details, please email Robert Stephens, Director of Political Strategy & Advocacy, at policyhiring@acluofnc.org.*
- Benefits. *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.

- *Work-Life Balance. We know you can't do a great job unless you have flexibility to manage the rest of your life. That's why sustainable success is important to us. You will be expected to work some evenings and weekends. However, when you're off we expect you to be fully off.*
- *Culture. Be who you are: Join an organization who discusses and confronts issues of equity daily. You will laugh and cry simultaneously at our awesome team retreats.*
- *Job Description. Click [here](#) to see the job description and learn about the nuts and bolts of the position.*

To Throw Your Hat in the Ring

If our Field Manager position sounds like you, we can't wait to learn more about you! Let's start the conversation by emailing your resume to policyhiring@acluofnc.org and [answering a few questions](#). Deadline to submit a resume and completed questionnaire is **October 31, 2019**. Additionally, we've developed a candidate cheat sheet [HERE](#) to proactively answer your questions.

If you are still not sure that this opportunity is for you, are simply curious, or know someone who would be perfect, please reach out to Robert Stephens, ACLU-NC Director of Political Strategy & Advocacy [here](#) to learn more. We will be in touch with all formal applicants once the application period closes.

The ACLU-NC is committed to creating a diverse work environment and is proud to be an equal opportunity employer. The ACLU-NC does not discriminate on the basis of 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. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at policyhiring@acluofnc.org if you require a reasonable accommodation to complete this application.