



# Policy Director

The American Civil Liberties Union of Hawai'i ("ACLU-HI") works to dismantle systemic injustice and protect the civil liberties for all through legal, political, and educational efforts. ACLU-HI is seeking a self-motivated, talented candidate with experience in policy and legislative advocacy and management to serve as our **Policy Director**.

The Policy Director plays a vital role in shaping a bold vision to protect and promote civil liberties. The right candidate will expand the reach of the ACLU of Hawai'i to make a positive difference in policy at all government levels. The Policy Director will lead our efforts in shaping public policy to protect civil rights in Hawai'i, while building coalitions to support and advocate for those policies. We need a strategic thinker with a passion for our mission, and a vision for applying legislative strategies and tactics to reach organizational goals.

## **Position Overview**

Title:	Policy Director
Term:	Permanent
Location:	Honolulu, Hawai'i
Deadline to Apply:	July 31, 2025; applications accepted until the role is filled
Expected Start:	September 1, 2025
Supervision:	Reports to the Executive Director
Classification:	Full-time, Exempt
Salary Range:	\$105,000 – \$120,000 USD/year (depending on experience)

## **Essential Job Functions**

### ***- Legislative Advocacy***

- Develop strategic legislative and administrative policy priorities to advance civil rights and civil liberties at the state and county level, in line with ACLU-HI campaigns
- Assist the Executive Director and ACLU National to coordinate federal policy actions
- Analyze and track positive and negative legislation that affects civil rights and liberties
- Draft legislation and legislative amendments, pulling from external models and resources
- Conduct legal research, and prepare and deliver written and oral testimony on key bills
- Lobby elected officials, their staff and other public officials to support affiliate positions
- Coordinate advocacy initiatives, including written and in-person testimony, phone calls, etc.
- Work with the Community Engagement Director to build out ACLU-HI mobilization efforts
- Independently develop novel ideas and approaches to solving entrenched societal issues
- Secure legislative victories on ACLU-HI-led or co-authored legislation

**- *Management***

- Supervise the Policy Advocate, Policy Fellow and additional contractors or interns
- Lead the recruitment, selection, hiring, and onboarding of policy staff and consultants
- Foster an organizational culture that encourages staff development and growth
- Ensure all aspects of the legislative package are intentional and timely
- Collaborate closely with other members of the senior leadership team in a way that respect's the affiliate's impact legislation priorities and communication strategies
- Oversee implementation of policy program policies, procedures, budget, and grants
- Design and maintain clear, quantifiable systems for tracking legislative progress
- Work with the Policy staff to ensure the affiliate's compliance with ethics/ lobbying rules
- Complete other duties as assigned by the Executive Director timely and thoroughly

**- *Collaboration***

- Attend monthly meetings with ACLU National's Political and Advocacy Department
- Collaborate with staff to plan and implement integrated advocacy policy initiatives, involving a combination of community engagement, legal, and legislative strategies
- Receive the Executive Director's approval when advancing significant legislative priorities
- Partner with allied organizations; serve as the ACLU-HI representative on coalitions, task forces, and working groups with diverse stakeholders to advance our ACLU-HI priorities
- Develop equitable and reciprocal relationships with partner organizations and advocates
- Build long-term, trusted relationships with elected and appointed officials, staff, policymakers and community leaders at the federal, state, and county levels
- Accompany Development Director on donor-related meetings and solicitations

**- *Communications and Public Education***

- Attend ACLU National policy-related summits; absorb knowledge from peer Directors
- Serve as a spokesperson and make press and other public appearances for the ACLU of Hawai'i, articulating the ACLU's views to the public on a range of policy issues
- Assist in developing communication tactics and outreach to advance policy goals
- Engage in public education, including advocacy trainings, talk stories, membership meetings
- Prepare advocacy materials in collaboration with senior staff, including policy reports, action alerts, talking points, letters, op-eds, and website materials

**Other Job Functions**

- Think creatively, strategically, and openly about how our organization can better integrate equity, diversity, inclusion, and belonging into our day-to-day operations
- Promote a welcoming, inclusive, and respectful work environment for all staff
- Construct and distribute surveys to be sent to candidates for office (e.g., legislature, county councils, mayor, governor) to explain their policy positions to the public
- Develop and run forums for candidates for office (e.g., legislature, county councils, mayor, governor) to explain their policy positions on civil rights issues to the public
- Provide feedback on policy-related ACLU National grant applications and donor development

### **Required Qualifications**

- Advanced degree (J.D., M.P.P.) or substantial training and experience in policy analysis
- At least 5 years of prior lobbying, political, legislative, advocacy, or policy work experience
- Demonstrated experience drafting and amending legislation and testimony
- Ability to keep organized in a fast-paced environment and manage simultaneous projects and adjust strategy to changing demands under pressure while maintain composure
- Superb organizational and problem-solving skills; results-driven and detail-oriented drive,
- Track record of strong follow-through and ability to meet tight deadlines without reminder
- Excellent diplomatic, interpersonal, oral, and written communication and presentation skills
- Demonstrated ability to simplify complex themes and activities into a short, compelling piece
- Seasoned research, writing, analytical, oral advocacy, and communication skills
- Knowledge of the legislative process at multiple levels of government
- Ability to think strategically and work across party lines; maintaining non-partisanship
- Experience working in coalitions, consensus and coalition building, including coordinating communications and navigating political dynamics among partner groups
- Demonstrated commitment to equity, diversity, inclusion, and belonging (EDIB), both in the workplace and in collaboration with community partners and constituents
- Commitment to the highest ethical standards of lobbying and professionalism
- Ability to work long hours during legislative session and commute to meetings and events
- Ability to travel throughout the state and occasionally to the continental United States

### **Preferred Qualifications**

- Working knowledge of Hawai‘i’s political, social, and cultural landscapes
- Familiarity with the ACLU’s work and impact, both statewide and nationally
- Demonstrated commitment to civil rights, civil liberties, and the ACLU-HI mission
- Commitment to social change through building the capacity and power of marginalized people to support their communities and to participate directly in changing public policies
- Familiarity with the electoral process and campaigns
- Ability to recruit and manage volunteer advocates
- Experience in at least one area of harm reduction

### **Working Conditions**

- Exempt employees should be reachable Monday-Friday, 8:30 a.m. to 5:30 p.m., with a minimum of three days a week in-office with option of two days a week remotely.
- The following physical demands and work environment conditions represent those required and encountered by an employee to perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions:
  - Input information into a computer for long periods of time
  - Periodically work extended hours, including evenings, weekends, and holidays
  - Travel across the state of Hawai‘i as needed

## **Benefits**

### **- Time-Off:**

- Staff receive 14 days off for holidays, 5 floating holidays per calendar year, 18 paid-time-off days their first year; 24 days their second and third year; and 30 days in their fourth year and beyond. After year four, employees qualify for paid sabbatical leave.

### **- Insurance**

- 100% paid employer-provided health insurance (medical, dental, drug and vision); long-term disability; defined contribution plan with employer match.

### **- Family & Medical Leave**

- 16-weeks of paid time-off per eligibility year to care for a newborn child, adopted child, or parent with medical needs, as defined by the relevant policy.

### **- Professional Development**

- Budget permitting, staff will receive two paid opportunities to travel off-island for an approved professional development convening, per fiscal year.

## **How to Apply**

1. Email these materials to [jill@alakaisearch.com](mailto:jill@alakaisearch.com) with “Policy Director Application” in the subject line and how you heard about this role in the email’s body.
2. Cover Letter (maximum: 2 pages)
  - a. How do your experience and skills qualify you for this position?
  - b. Why are you interested in working at the ACLU of Hawai‘i?
3. Resume or CV (maximum: 2 pages)
4. Two Writing Samples (maximum: 10 pages each; one advocacy piece)
5. Three References (two must be former supervisors)
  - a. For each, include: name, job title, direct phone number, and email address

ACLU-HI undertakes inclusive strategies in its recruitment efforts to assure persons with disabilities have full opportunities for employment. We encourage applicants with disabilities who may need accommodations in the application process to contact [hr@acluhawaii.org](mailto:hr@acluhawaii.org).

*The ACLU of Hawai‘i is an equal opportunity employer. We value a diverse workforce and an inclusive culture. It is our policy to employ qualified people without regard to: ethnicity; 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.*