



COMMUNICATIONS DIRECTOR

Full-Time, Exempt

POSITION OVERVIEW:

The ACLU of Idaho is seeking an experienced, skilled, mission-driven applicant for the position of Communications Director to join our team.

The Communications Director will be someone looking for a meaningful opportunity to be part of a vibrant organization that makes profound differences in the lives of individuals. With rampant attacks on the LGBTQ community, reproductive rights, racial justice, free expression, and immigrants' rights, the Communications Director will be at the center of a dynamic and cohesive team committed to safeguarding justice and promoting liberty in Idaho and nationwide. In addition, the Communications Director will be part of a team committed to promoting diversity, equity, and inclusion.

Through an integrated advocacy approach, the Communications Director will work closely with the organization's legal, advocacy, administrative, and philanthropy departments, as well as collaborate with ACLU National staff.

The Director will provide visionary and strategic leadership and is responsible for top-level strategic communications planning and executing. In addition, they will take the lead on drafting and copyediting all public facing written materials, including press releases, op-eds, talking points, action alerts, blogs posts, newsletters, reports, and more. The Director will also manage and work in partnership with the Communications Strategist.

This position is full-time, reports to the Executive Director and must live in Idaho prior to starting employment.

CORE RESPONSIBILITIES:

- Direct, manage, and supervise the ACLU of Idaho's Communications Department and maintain relationships with local, regional, and national news outlets.
- Partner with the Executive Director to advance the mission and vision of the organization via strategic communications.
- Develop and implement an annual communications plan, strategy, and benchmarks.
- Create and manage the budget for the Communications Department in collaboration with the Director of Finance and Administration.

- Ensure accurate, consistent, clear, and responsible publications that represent and communicate the ACLU of Idaho and its positions in a compelling and convincing manner.
- Lead drafting, copyediting, and production of persuasive, public facing written materials, including press releases, op-eds, talking points, action alerts, blog posts, and more.
- Manage and maintain the highest editorial standards for publications originating from the Communications Department and work collaboratively across departments to develop or revise content for message consistency and maximum impact for written products and content.
- Provide guidance and support to the Communications Strategist in the development of communications department internal protocols, processes and systems.
- Collaborate with the Communications Strategist to ensure regular and relevant content across social and web platforms in line with ACLU of Idaho messaging and branding.
- Produce and manage talking points and internal media guidance in collaboration with the Communications Strategist and other programmatic staff.
- Actively monitor news media channels to identify emerging stories, trends, and rapid response moments, and regularly share press developments to internal stakeholders.
- Oversee productions for recurring publications and print materials originating from the Communications Department with support from the Communications Strategist.
- As necessary, conduct and/or support media trainings for staff, affiliate partners, coalition partners, experts, and organizational ambassadors, including on-air/camera interviews.

REQUIRED QUALIFICATIONS:

- At least five years of professional experience in a communications, marketing, public relations, or journalism role.
- Exceptional writing, storytelling, and copy-editing skills, with a keen, creative eye for design and presentation. Proficiency in AP Style.
- Exceptional analytical, writing, and speaking skills and demonstrated ability to write clearly and precisely and to communicate effectively to a variety of audiences.
- A creative and strategic thinker with a passion for stories that move public opinion. A talent for distilling complicated narratives, issues, and data sets into values-based, human-centered stories that inspire people to take action.
- Experience in supervising and mentoring staff and volunteers.
- Excellent organizational and time management skills.
- A track record of leadership through strong communication, collaboration, and relationship-building, with an eye toward shared responsibility and credit

- Knowledge of working with communications related software, such as: Asana, Slack, Cision, Meltwater. Experience with all aspects of digital media, including Facebook, X (formerly Twitter), Instagram, TikTok, and website related work.
- Patience, emotional intelligence, and cultural competency, including the ability to participate in, create, and sustain inclusive and engaging spaces for people with a wide range of races, ethnicities, language proficiencies, abilities, genders, ages, backgrounds, interests, skills, concerns, personalities, and geographies.
- Clear, strong, and proven commitment to racial justice, civil liberties, public interest work, and the mission of the ACLU of Idaho.
- Valid driving privileges and willingness to travel across Idaho and occasionally to other places in the United States.
- Ability to attend in-person meetings and events.

DESIRED QUALIFICATIONS:

- Proficiency in Spanish preferred.
- Experience working with state and local policymaking processes.
- Experience with graphic design software.

COMPENSATION:

The salary for this position is between \$75,000-\$80,000, which is re-evaluated on an annual basis and is subject to adjustment in connection with an organization wide adjustment of compensation. We offer excellent benefits, including 100% employer-paid premiums for medical, vision and dental insurance, 401(k) plan with an employer match, life and long-term disability insurance, sabbatical eligibility after at least five years, and generous paid holidays.

ACLU of Idaho will provide up to \$3,000 to support relocation expenses.

TO APPLY:

(1) Compile the following into a single PDF file:

- Résumé.
- A cover letter, no more than two pages, explaining how your background and experience prepare you for this job.
- A professional writing sample (for example a press release or similar communications document).
- Contact information for three references.

(2) Send to careers@acluidaho.org.

Please reference “Communications Director” in the email subject line and indicate in your cover letter where you found this job listing.

Review of applications will begin on Thursday, September 28th, 2023. The position will remain open until filled.

If you are a person with a disability and need assistance applying, please e-mail careers@acluidaho.org. If we select you for an interview, you will receive more information about how to request accommodations for the interview process.

ABOUT THE ACLU:

The ACLU is the nation's premier guardian of liberty. A nationwide, nonpartisan, nonprofit organization, the ACLU is dedicated to defending and expanding civil rights and civil liberties across the country. The ACLU of Idaho and its foundation operate jointly as private nonprofit organizations devoted to furthering the ACLU's mission in Idaho. The ACLU of Idaho combines legal, policy, organizing and communications approaches to maximize its impact. We partner with individuals and communities impacted by injustices to inform and mobilize people throughout the state. The people in the center of the struggles for justice, who feel the impact in their daily lives, are especially important allies.

Our staff of 12 full-time, two part-time employees, and interns work in a fast-paced, friendly office in the heart of downtown Boise, Idaho. We offer a flexible working environment with staff splitting time between the office and working remotely. We are a majority minority staff from all over the country and world and have chosen to make Idaho our home, but we enjoy frequent, deep, and positive collaborations with staff across the ACLU network at ACLU National and other ACLU state affiliates. ACLU of Idaho staff have a strong community organizing background, and we strive to ensure that our work is deeply informed by the communities we serve. Our supportive, inclusive, and empowering work culture has created opportunities for staff to grow with and within the organization. We enjoy autonomy and collaboration. Our current organizational priorities are in gender, sexuality, and reproductive justice; racial justice with a focus on disparities in education and policing; immigrant rights; as well as criminal legal reform.

Boise, the City of Trees, is the capital of Idaho and the core of a metro area of 764,000 people. The city enjoys all four seasons in a dry climate and offers an exceptional quality of life and a diverse business community with high tech and healthcare as the largest employers. Recreational activities include whitewater rafting and kayaking, climbing, fishing, hunting, and Nordic, alpine, and backcountry skiing. There is a 190-mile foothill trail system for hiking and mountain biking and a 25-mile riverside greenbelt along the Boise River which flows through the city. Easy access to diverse outdoor activities and unspoiled wilderness is unmatched. Downtown offers thriving restaurants, shops, concerts, and public markets, and an ever-expanding number of local microbrew pubs and wineries. Boise is a refugee resettlement city; over 95 languages are spoken in Idaho. The Treasure Valley, which includes the cities of Boise, Meridian, Nampa, and Caldwell is home to the state's largest Latinx community. Boise is also a hub for LGBTQ communities and political activism in Idaho.

FAIR & EQUAL OPPORTUNITY EMPLOYMENT STATEMENT:

The ACLU of Idaho advances equity and inclusion in the workplace by providing equal employment opportunity to support a work environment free from discrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (over 40), sexual orientation, military and veteran status, arrest or conviction record, and any other basis prohibited by law. The ACLU of Idaho embraces Fair Chance policies.

The organization also provides reasonable accommodations for people with disabilities. Our equity and inclusion commitment applies to all aspects of employment, including recruitment, selection, advancement, training, problem resolution, and separation from employment. Through this commitment, the ACLU of Idaho strives to establish and maintain an equitable and accessible work environment that is supportive and free from discrimination.