



For HR Use Only			
Last Revision Date	2.12.2021	FLSA Status	Exempt
Revised by	R Beier	Full time/Part time	Full Time
Date Approved	2.12.2021	Employment Status	At Will

ACLU Kansas Job Description

Community Engagement Manager

JOB LOCATION
Overland Park, Kansas or remote office location in Kansas with frequent travel to Overland Park Office and throughout the state.

About the ACLU of Kansas
Mission Statement
<p>It is our mission to protect and defend the constitutional rights and civil liberties of every individual in Kansas regardless of creed, race, religion, gender identification, or class. Our efforts are focused on serving and defending reproductive rights, racial justice, LGBT rights, First Amendment rights, immigrant rights, voting rights, criminal justice reform, and privacy rights.</p> <p>The ACLU of Kansas protects the civil rights of segments of our population that have traditionally been marginalized, including women, people of color, lesbians, gay men, bisexuals and transgender people, prisoners, people with disabilities, immigrants, and the poor. We defend the freedoms of all residents of Kansas without consideration of political partisanship.</p>

JOB SUMMARY
<p>The Community Engagement Manager at the ACLU of Kansas is responsible for managing an effective system of volunteer engagement for the American Civil Liberties Union of Kansas (ACLU KS or the Affiliate). A successful strategy for volunteer engagement will inspire and motivate stakeholders to take action on behalf of ACLU KS, impact local community development and leadership, create goodwill, build the ACLU KS membership base, and advance our fundraising goals. The focus of our volunteer engagement strategies will promote the organization’s mission, benefit our collaborative philosophy and vision, and align with our strategic goals. Building relationships with corporate and community volunteers, the Community Engagement Manager will ensure an energized, efficient and effective volunteer base of support for the organization. The Community Engagement Manager will also interact with all departments within the organization and be accountable for developing strategies, assessing needs and capacity, leading operational plans, and creating initiatives, metrics and benchmarks to support volunteer engagement and programming. As a member of the Advocacy team this position will assist with some policy analysis and may occasionally provide testimony in the Kansas Statehouse.</p>

REPORTING RELATIONSHIP AND ORGANIZATIONAL IMPACT

- **Position reports to:** Director of Advocacy
- **Manager or Non-Manager Role:** Manager
- **Manages the following employees:**
 - Community Engagement Associate (1)
- **Bargaining Unit Status:** This position is not part of the bargaining unit
- **Internal and External:**
 - Internal engagement:
 - Provides the volunteer framework for grassroots lobbying efforts and works in close coordination with the Director of Advocacy
 - Provides the Communications Department with timely and accurate descriptions of trainings and volunteer opportunities; aids in the provision of information to assist with the crafting of accurate talking points
 - In collaboration with the Policy Associate, provide some policy analysis on ordinances.
 - Works with the Development Department to ensure donors are provided with timely updates and grants are being accurately monitored
 - External engagement:
 - Cultivates affiliate brand ambassadors and leaders throughout Kansas
 - In collaboration with the Director of Advocacy, forms positive professional relationships with key local officials throughout the state
 - Lobbies local officials
 - Educates and trains volunteers and local policymakers
 - Attends speaking engagements as authorized to advocate for the ACLU's positions and defense of civil rights and civil liberties
- **Budget Authority:**
 - No Direct Authority. Assists Advocacy Director in development of the Organizing and Grassroots Advocacy sub-department budgets.
- **Influence:**
 - Assists with campaign and project planning
 - Manages relationships with volunteer leaders and local policymakers
 - In conjunction with the Policy Associate, educates ACLU staff and volunteers on current policy issues and municipal and count level issues
 - Provides public trainings and resources to steer volunteers to public engagement
 - Has influence over local policymakers and volunteer messaging, perceptions, and understanding of local ordinances and rules

Qualifications	
Abilities	<ul style="list-style-type: none"> → Demonstrated commitment to civil liberties and civil rights → A commitment to diversity; embraces a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation and gender identity, religion, ability and socio-economic circumstance → Strong verbal communication skills including the ability to influence and persuade effectively → Ability to manage others → Ability to coordinate work plans and collaborate cross-functionally → Ability to read, interpret, and accurately summarize ordinances and the impact they will have on all Kansans, particularly marginalized communities in the state → Demonstrated capacity to be diplomatic and respectfully communicate with co-workers and work within integrated advocacy model → Ability to build relationships with coalition partners and government agency stakeholders → Success in campaigning or advocacy for particular policies or initiatives → Ability to provide data and reports to demonstrate compliance to grant terms
Education and/or Experience.	<ul style="list-style-type: none"> → Solid background in community organizing including at least seven years of community engagement, case management, and education work → Experience serving as a lobbyist or other representative advocate to officials and decision-makers → Experience reviewing, interpreting, and explaining ordinances and regulations → At least three years' experience managing a team → Certificate of Completion of Organizing Training (i.e. Midwest Academy, IAF, PICO, People's Action, Union, others)
Knowledge	<ul style="list-style-type: none"> → Sophisticated understanding of the policy-creation process → Background in social justice issues → Thorough knowledge of organizing principles and tactics → Deep knowledge of the Kansas political landscape, including geographic differences → Expert in navigating issues associated with power, privilege and systemic racism → Knowledge of management principles and evaluation techniques related to volunteer programs

<p>Personal Characteristics</p>	<ul style="list-style-type: none"> → Committed to advancing the ACLU KS values, mission, goals and programs, with an understanding of the range of civil liberties issues and their implications → A person who can handle and prioritize multiple activities and tasks; a person who takes initiative and demonstrates follow-through → A team player who inspires collaboration and functions decisively and with flexibility; a person who assumes the best from colleagues and who resolves conflicts directly → A demonstrated ability to work productively in an unstructured environment; the capability to conduct oneself with a calm and professional demeanor when dealing with the public and/or difficult situations
<p>Skills</p>	<ul style="list-style-type: none"> → Strong collaborative leadership skills including: organizational, coordination, planning, and management skills → Skilled at mediating or managing conflict → Strong communication skills, including writing and public speaking → Some social science, policy, and research skills → Experience drafting and presenting testimony on local policy proposals before municipal and other official bodies → Driver’s license → Advanced MS Office, Outlook, Google Docs → Effective trainer, including webinars, virtual phone banks, and P2P texting platforms → Extensive experience with volunteer management databases and/or VAN → Spanish language skills a plus

DUTIES AND RESPONSIBILITIES	
Approximate % of overall time spent on this task	Description of Duties
25%	<p>Leadership and Management</p> <ul style="list-style-type: none"> • Assist in the development of the strategic vision and direction for building and sustaining a grassroots infrastructure at ACLU KS • Manage and supervise the Community Engagement Associate(s) working across ACLU KS issue campaigns • Manage the volunteer leadership development and engagement program • Provide regular reports to the Director of Advocacy on volunteer leaders, especially centering those directed impacted by policy priorities • Coordinate with organizational leadership to collaborate on issue campaigns and legislative strategies designed to further ACLU KS policy goals • Along with the Community Engagement Associate, implement all public education efforts – both virtual and in-person • Coordinate and execute a schedule of focus groups and listening sessions of Kansans, especially centering impacted and marginalized communities • Evaluate trainings and collateral materials • Represent the ACLU of Kansas with public speaking engagements as authorized and appropriate
20%	<p>Coordinate Campaign Plan and Project Meetings</p> <ul style="list-style-type: none"> • Coordinate campaign plan and project meetings, including updates from other departments • Regularly update and monitor adjustments to campaign plans • In collaboration with the Advocacy Director, work to actively engage departments, monitor campaign goal status, and recommend adjustments to goals as necessary
15%	<p>Collaborate Cross-Functionally</p> <ul style="list-style-type: none"> • Along with the Advocacy Director, ensure statewide and locally-based initiatives are coordinated internally and aligned with our campaign priorities to optimize cross-functional integration • Maintain consistent lines of communication with all Affiliate departments • Keep the affiliate informed of shifts in external organizations and volunteer leaders

<p>10%</p>	<p>Guide Coalition and Network Engagement and Perform Grassroots Lobbying Activities</p> <ul style="list-style-type: none"> • Participate in Coalition or Network Meetings • Provide policy expertise and ordinance analysis to coalition and network members • Encourage calls to action to promote or defeat specific ordinances or legislation
<p>5%</p>	<p>Manage Local Ordinance Analysis and Tracking</p> <ul style="list-style-type: none"> • Oversee tracking of local ordinances • Work with Policy Associate to identify and track ordinances that affect our campaign priorities • Draft testimony to support or oppose local ordinances • In collaboration with the Advocacy Team, keep the affiliate and volunteer leaders informed of bills, ordinances, or rules that directly impact our campaign priorities.
<p>10%</p>	<p>Manage Database</p> <ul style="list-style-type: none"> • Manage department data including cleaning up volunteer data such as duplicate entries, tagging individuals for different levels of engagement, ensuring all event data is complete • Supervise and engage in volunteer data management including creating events in multiple databases, documenting attendees and actions steps in those databases • Develop, support, and train others on all data policy and procedures
<p>10%</p>	<p>Monitor Advocacy Collateral, Communications, and Website Content</p> <ul style="list-style-type: none"> • Work with the Communications Department to update and maintain Advocacy Department communications, including content on the website <ul style="list-style-type: none"> ○ Monitor collateral materials, communications, and website to ensure policy and volunteer content is current and timely. ○ Research new content for collateral materials, communications, and website. ○ Work with the communications department to develop and manage that content.
<p>5%</p>	<p>Special Projects as Assigned</p>

Working Conditions	
Physical Requirements	This job is primarily sedentary work which requires extended periods of sitting and/or standing in an office setting.
Travel Status	Extensive travel within the state of Kansas Occasional travel outside the state of Kansas but within the United States

Additional Information
<ul style="list-style-type: none"> • The starting salary for this position is \$50,000. • The ACLU of Kansas offers an excellent benefit package including employer paid health, dental, vision, disability, and life insurance, 401k match, 14 paid holidays, a generous paid vacation/sick leave policy, and a flexible work schedule (as appropriate for the position). • To apply for this position forward your resume and cover letter to Ms. Roberta Beier at rbeier@aclukansas.org.