



**Director of Human Resources & Team Development**  
**ACLU of Massachusetts**  
**Boston, MA**

**Executive Summary**

The ACLU, America's premier civil rights and civil liberties organization, seeks a dynamic and mission-driven leader in the field of human resources and team development to join its leadership team.

For nearly 100 hundred years, the American Civil Liberties Union (ACLU) has been at the center re-shaping and expanding the definition of freedom, liberty, equality, and justice in America. The ACLU of Massachusetts (ACLUM), founded in 1920 as the first state affiliate in the ACLU network, stands on the forefront of on-going battles for racial justice, LGBTQ equality, women's rights and reproductive justice, immigrant's rights, religious liberty and belief, privacy, and freedom of speech and the press.

In support of its plan to increase statewide presence and impact, the ACLUM is hiring its first Director of Human Resources & Team Development (Director) to establish an effective human resource office with a focus on employee training and team development. The Director will join an exceptionally skilled and dedicated team of lawyers, organizers, communications specialists, and lobbyists, working together in the courts, the legislature, the media, with ACLU members, and with allied organizations and groups to extend constitutional protections and defend human rights and civil liberties.

Reporting to Executive Director Carol Rose, the Director of Human Resources & Team Development will be responsible for developing human resources strategies that drive operational effectiveness, support enterprise-wide leadership development, advance its equity work, and integrate active and engaged learning into the life and activities of the organization.

Bringing passion to the role, the Director will be a strong coach and problem solver, diplomatic change agent, and an expert in understanding organizational dynamics, while helping to create structures and processes to maximize the effectiveness of a culturally and functionally diverse organization. An advocate for instilling fairness, equity and inclusion in all aspects of the work, the Director will help to identify enterprise-wide leadership opportunities; build collaboration and communication across functional and departmental lines, as well as a shared sense of accountability; administer change initiatives and special projects; ensure operational



effectiveness through human, technology, and physical resources; and create pervasive, sustainable cultural norms and values that align with the mission of the ACLUM.

The ideal candidate must have the demonstrated ability, sound judgement to deal with confidential and sensitive information, and often act as a liaison between the Executive Director and other constituencies, both internal and external. This person must be able to understand, clearly articulate, and operationalize the Executive Director's ideas, thoughts, and perspectives as they relate to the organization's internal purpose and objectives. They should be comfortable leading and sustaining change; embody a sophisticated sense of racial and social justice with an appreciation for fostering diversity, equity and inclusion; and the ability to manage growth. The Director must be able to thrive in a small team environment, where members must "roll up their sleeves", to ensure effective and smooth HR support to employees across the organization, while also venturing upstream to be a strategic thought partner to the senior management team.

The ACLU seeks expertise in many of the following areas: recruitment/retention strategy, organizational design, change management, professional development and training, internal communications, project management, regulatory and compliance, conflict resolution, benefits administration, compensation modeling, technology infrastructure, and facilities. Experience in a mission-driven, high-growth environment is highly desirable along with a quick-thinking, flexible, and inclusive approach that values the need for consensus while driving progress against ambitious goals.

An inspirational style that compels others to perform at the highest levels, embrace change and self-reflection, and adopt a cohesive vision is essential. The candidate will possess a deep commitment to the ACLU's mission of protecting civil liberties for all people, a sense of duty to and understanding of racial justice and all forms of equity, and the wisdom to deploy influence, persuasion, and active listening in pursuit of change. Excellent communication and negotiation skills are critical. A Bachelor's degree in human resources or related field is required, an advanced degree is preferred.

### **Position Description**

To be successful in this role, the Director of Human Resources & Team Development must serve as a strategic advisor to the Executive Director, the senior leadership team, and across all levels of the organization. Specific challenges, opportunities, and responsibilities include:

***Serve as a strategic advisor and thought partner regarding human resource issues and opportunities across the organization.***

The incoming Director of Human Resources & Team Development will be expected to serve as a strategic advisor, thought partner, content expert, and coach regarding key human capital, employee relations, and/or benefits and administration across the organization, with a focus on ensuring the human resource initiatives support the ACLUM's goals and business strategies. They will consult with the Executive Director on human resource related policies, compliance,



or other issues related to the operation, and will actively track and analyze human resource metrics, including recruitment, employee relations trends, and employee performance against goals to inform and improve people management activities.

***Establish, shape, and lead a Human Resource Office that provides high quality, responsive, and efficient human resource support and services.***

The Director of Human Resources & Team Development will ensure the Human Resource Office is viewed as necessary, effective, accessible, and valuable. Specifically, they will evaluate current policies and procedures to ensure the most effective and efficient process for recruiting, employee orientation and onboarding, and training and development are being followed across the organization. The Director will guide and oversee the work of the IT Manager – responsible for IT, office management, and facilities – to ensure seamless service delivery to internal clients. They will partner with managers to build internal capacity and ensure they have the skills, training, tools, and knowledge to effectively lead and develop their teams, and will provide advice and counsel on resolution of employee questions and concerns related to human resource policies, procedures, and employee relations issues.

The Director will provide high level leadership in the development and execution of talent recruitment strategies that include growth and succession planning, brand reputation, diversity and equity, compensation, and culture. They will work closely with hiring managers to ensure full-cycle recruitment programs and strategies are being well executed, including onboarding, offboarding, and retention procedures; strengthen the ACLUM's current performance management process; and actively evaluate and manage compensation and benefits programs with an eye towards effective business and employee relations goals and values.

***Serve as an ambassador and promoter of a unified and vibrant internal culture.***

In partnership with the Executive Director, the Director of Human Resources & Team Development will play a key role in promoting and fostering a unified culture within the organization that supports collaborative relationships across all levels and is aligned with the ACLUM's mission, vision, and values. Specifically, this will be achieved by ensuring effective human resource structures and policies are in place to support the organization, training and professional development programs are effective and well executed, and effective and open communication strategies are occurring across the organization. Furthermore, the Director will play a critical role in helping to drive the ACLUM's equity and inclusion strategy and, in conjunction with the Executive Director and senior staff, steer the development and implementation of the ACLUM's culture internally and externally.

**Qualifications**

- Bachelor's degree in Human Resources or related field required; MBA or similar degree preferred;
- A track record of successful change management, including helping senior staff scale and transform an organization; the ability to think strategically and build systems and processes for successful long-term talent management;



- An outstanding cultural competency and sensitivity to all dimensions of diversity and equity in the workplace;
- A strong yet collegial style reflecting the ability to lead people and groups, develop leaders and teams;
- Presence, maturity, and credibility to be an agent of organizational and cultural change management;
- Experience creating programs designed to improve the work of a highly qualified and motivated staff;
- Process- and systems-oriented and takes pride working behind the scenes to build a stronger organization;
- Strong emotional intelligence, accessible and trustworthy communication style with deep customer service orientation; able to handle sensitive and confidential information with the highest degree of professionalism;
- High energy, nimbleness, and ability to work productively in a highly-matrixed organization;
- A strong project manager with the ability to be self-directed while also having a strong collaborative posture and team-orientation; ability to “roll up your sleeves” and work with colleagues at all levels and skill set;
- A proactive and responsive style that challenges the status quo; values the need for consensus while driving progress against identified goals; a skilled negotiator;
- The passion to support civil liberties, civil rights, and ACLUM’s mission;
- A commitment to diversity and respect for differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, and socio-economic circumstance.

### **Compensation**

Salary is based on experience and competitive with other nonprofit organizations. Excellent benefits include four weeks paid vacation, medical insurance for staff members and their dependents and domestic partners, paid holidays and other leave time.

### **About the ACLU of Massachusetts**

A nonprofit, nonpartisan organization, ACLUM combines litigation, legislation, and public education to protect and promote individual rights and liberties. ACLUM is an affiliate of the national ACLU, the leading defender of civil liberties guaranteed by our nation’s Constitution, Bill of Rights, and laws. These liberties include, but are not limited to, freedom of speech, religious liberty and Establishment Clause matters, racial justice, gender equality, LGBTQ rights, reproductive rights, privacy, due process, student rights, criminal justice, and police misconduct.

ACLUM maintains a fast-paced and collegial work environment with offices in downtown Boston, a vibrant city steeped in history with diverse neighborhoods, a rich arts and culture scene, and a legacy of education, innovation and ideas. To learn more about the ACLU of Massachusetts, please visit [www.aclum.org](http://www.aclum.org).

**How to Apply**

ACLUM has retained Talent Citizen to assist in this recruitment. Associate Vice President Adele Mezher is leading this search.

Please send a cover letter describing how your experience and skills meet the requirements for this position along with your resume to [info@talentcitizen.com](mailto:info@talentcitizen.com). To facilitate our review, your email should have the subject line: “[Your last name] ACLU”. We will review applications on a rolling basis until we fill this position.

*ACLUM is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and LGBTQ persons to apply.*