



Job Description – Legislative Director  
American Civil Liberties Union of Virginia

<b>Job Title:</b>	Legislative Director	<b>Type:</b>	Exempt
<b>Team:</b>	Advocacy		
<b>Reports To:</b>	Director of Advocacy		

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### Job Summary

The Legislative Director is primarily responsible for developing a year-round, deliberate, and pro-active legislative agenda and plan in collaboration with the Director of Advocacy. As a member of the Advocacy team they will ensure our legislative strategy advances our priority issues through the lobbying of our state legislature, executive branch, and other administrative agencies. Our Legislative Director is a strategic and dynamic relationship builder who is comfortable in any room and understands how to pool influence from across the political spectrum and organize community members to take action.

### Major Responsibilities

- Collaborating in the development of a prioritized, pre-planned, and pro-active legislative agenda and executing strategies to carry out ACLU of VA's policy goals that centers the work around impacted communities and sincere relationship building.
- Taking an active role in creating, participating, and securing collaboration between the ACLU of VA and a diverse range of coalition partners to ensure successful policy outcomes through effective lobbying and organizing strategies.
- Building trusted working relationships with Virginia legislators and decision makers from across the political spectrum – finding the best messenger, bringing together unlikely allies, and bolstering efforts with grassroots support.
- Participating in and strategizing around legislative interim activity by finding patrons, having in-district meetings, and helping to organize year-round efforts that ensure a successful session.
- Attending legislative hearings and being an active and ongoing participant in issue-related workgroups, coalitions and meetings.
- Designing and maintaining clear, quantifiable, systems for tracking policy progress in and out of session.
- Facilitating research and drafting of legislation that advances key policies for the ACLU of Virginia and takes into consideration momentum and feasibility of policy given political climate.

### Minimum Requirements

- Demonstrated enjoyment and desire to build active relationships with politicians, community leaders, impacted people, and coalitions.
- Familiarity with public policy advocacy, electoral organizing, legislative organizing, coalition building, or related field.
- Proven experience writing actionable plans around long and short-term goals – built with strict timelines and measurable progress indicators that generated real outcomes.
- Working knowledge or desire to learn more about Virginia legislature, civil rights, and civil liberties issues, including criminal justice issues.



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**Essential Skills & Abilities**

- Excellent communication skills – both oral and written, prepared and extemporaneous.
- Ability to influence others and understand the dynamics of personal and political influence
- Ability to work more than 40 hours per week during legislative session and travel to meetings and events throughout the state, as needed.

**Equipment Used**

- Computer, phone, and copier

The ACLU of Virginia is an equal opportunity employer. We are committed to maximizing the diversity of our team and want to involve all those who can contribute to our inclusive culture. We encourage applications from all qualified individuals without regard to race, color, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status. Persons with disabilities may request accommodations.