



AMERICAN CIVIL LIBERTIES UNION

Ohio

**JOB TITLE:** Chief of Staff  
**REPORTS TO:** Executive Director  
**DEPARTMENT:** Administration  
**FLSA STATUS:** Exempt  
**LOCATION:** Cleveland, Columbus, or Cincinnati  
**DATE:** March 3, 2025

**POSITION SUMMARY:** The Chief of Staff, a director-level position, is a strategic partner that supports the Executive Director in their leadership of the organization with effective decision-making, project management, personnel coordination, and execution of strategic initiatives. The Chief of Staff provides the organizational and communication framework for staff, board, and leadership team members to implement the Executive Director’s vision and achieve annual goals. The Chief of Staff lives in the future and focuses on long-term planning and projects to ensure stability of the organization and the success of the Executive Director.

**ANNUAL SALARY: \$105,782. Salary is non-negotiable.**

**Compensation:** Total compensation package includes generous health insurance benefits (including dental, vision, and hearing); new director level hires receive five (5) weeks of paid time off, accrued at approximately thirteen (13) hours per month; and fourteen (14) paid federal holidays. All ACLU of Ohio employees are required to work and be permanent full-time residents in the State of Ohio for the duration of employment with the organization.

## Overview

### Key Responsibilities:

#### ***Executive Director’s Office and Administrative Team Coordination***

- Serve as a strategic advisor and confidante to the Executive Director as well as a collaborative and strategic thought-partner to the leadership team, and hold in confidence sensitive information and communications the position is privy to.
- Convene administrative department personnel (finance and operations, DEIB/HR, technology, and office support), and support the daily operations of the Executive Director’s office.
- Assess inquiries directed to the Executive Director, determine priority and the proper course of action, and handle non-urgent matters.
- On behalf of the Executive Director, act as a point of contact for staff, board members, and external partners. Triage requests for Executive Director’s time and ensure calendar alignment with priorities of the organization.

#### ***All-Staff Support and Leadership Team Coordination***

- Play a critical role across all departments in helping to ensure the ACLU of Ohio achieves its mission and embodies its values.
- Build and run cadence for staff and leadership team meetings, including structuring and helping to deliver organization-wide communication stemming from meetings.

- Promote cross-functional communication and collaboration among the Executive Director's direct reports and members of the leadership team.
- Ensure that internal communication processes support the advancement of staff and leadership team objectives, and that staff are brought in strategically.
- Continuously evaluate leadership team communication with staff to ensure that the information shared is resonating.
- Maintain and periodically oversee the updating of policy and process documents, related to both staff personnel and board of directors.
- Ensure talent recruitment/retention processes consistent with the ACLU of Ohio's mission and vision, in coordination with the Director of Finance Operations and the Director of Equity, People, Inclusion, and Culture.
- Initiate/facilitate meetings and conversations as requested by the Executive Director.

### ***Board Management and Support***

- With the Executive Director and Board President, build and run cadence for board meetings and oversee timely preparation and posting of board materials.
- Staff board of directors and committee meetings – tracking priorities for each group and following up on action items accordingly.
- Ensure board committees are attending to stated duties and responsibilities.
- Oversee the administrative needs of the board, including communication, calendaring, surveys, etc.
- Ensure communication with the board is timely, effective, and meeting the board's needs.
- Serve as first point of contact for board members seeking information or support.

### ***Strategy and Project Management***

- Operate at a tactical, strategic, and operational level, handling the oversight of projects that do not neatly fit within the organizational chart or that fall between departments or leadership areas of responsibility.
- Provide analysis, recommendations, and options to the Executive Director regarding high impact decisions.
- Lead cross-functional strategic initiatives, facilitate special projects, and ensure action items are executed on behalf of the Executive Director.

### ***Internal Communications***

- Communicate organization goals and operational plans, internally and externally.
- Manage and track high priority goals and projects for the Executive Director to identify any/potential obstacles and ensure completion based on agreed timelines.
- Act as an extension of the Executive Director and information funnel, filter, and facilitator with internal and external stakeholders.

### **MINIMUM QUALIFICATIONS:**

- Eight years of experience in a nonprofit or public-sector management-level position
- Commitment to civil liberties issues and equality

- High level of organizational ability and initiative
- Superior written and verbal communication skills
- Demonstrated tact, diplomacy, and a collaborative spirit in interacting with staff, board members, and outside parties
- Ability to keep confidence in/with sensitive subjects and conversations
- Attention to detail
- Strong research capabilities
- Drive to set standards and excel

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

- Degree in business, non-profit administration, or social sciences.
- Background in non-profit leadership, human resource development, organizational culture, and diversity, equity, and inclusion.

**ESSENTIAL FUNCTIONS:**

- Ability to drive, and have complete accessibility to, a car
- Ability to work beyond 40 hours per week to accommodate a demanding schedule
- Ability to attend occasional evening and weekend meetings and events
- Ability to occasionally travel across Ohio by car and out of state by car or plane
- Communicating effectively with people in person, and via telephone, fax, and email
- Comfortable speaking publicly
- Ability to master office software and be willing to use them with regularity

**NON-ESSENTIAL FUNCTIONS:**

- Lifting and carrying 25 pounds