Director of Strategic Engagement

American Constitution Society, Washington, DC

ACS seeks an energetic, detailed, and adaptable Director of Strategic Engagement to help lead the organization’s work on a combination of judicial nominations, ACS’s career pipeline, and cultivation of public officials, including judges and legislators in ACS’s network. This position reports to the Vice President of Strategic Engagement.

DUTIES
The Director of Strategic Engagement portfolio includes:

• Building and cultivating relationships in the executive, legislative and judicial branches at the federal, state, and local level, as well as with partner organizations, to further ACS’s work on judicial nominations and related issues;

• Managing ACS’s Path to the Bench program to identify progressive lawyers for the bench and other key roles.

• Liaising with ACS’s national network as well as colleagues in Network Advancement and Policy and Program to arrange events, conference calls, briefings, and media outreach related to building the pipeline and on judicial nominations;

• Serving on the team to assist students and lawyers to secure jobs and clerkships as a key part of pipeline building.

• Overseeing communications for internal and external audiences, such as Op-Eds, Letters to the Editor, emails, talking points, and briefing documents, and work closely with the Communications team to disseminate information on the courts and related issues;

• Assisting in managing the Strategic Engagement Fellow, who assists with all of the needs of the department.

DESIRED QUALIFICATIONS The ideal candidate will possess many of the following qualifications and personal attributes:

• Demonstrated ability to communicate with a variety of audiences, internally and externally;

• Excellent interpersonal skills and ability to interact with high profile individuals with discretion;

• Excellent writing skills across a variety of contexts;

• Excellent organizational skills with attention to detail;

1 This work can be conducted remotely while the ACS office is closed due to the Covid-19 pandemic. When the office re-opens, the candidate would need to work from the Washington, DC office.
• The ability to manage multiple projects at once and change direction as needed;
• Sense of humor;
• Self-motivation with ability to work independently while recognizing role on a dynamic team;
• Knowledge of current legal and public policy issues;
• Our office is currently working remotely, but when operations resume, some travel for meetings and events will be required;
• JD required

Salary is commensurate with experience and includes a comprehensive benefits package.

ACS values a diverse workforce and an inclusive culture. ACS encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. Applications will be reviewed on a rolling basis until the position is filled. Interested applicants should e-mail a cover letter, resume, and short (no more than 10 pages) writing sample to jobs@acslaw.org (Attention: Office Manager).