



Job Description
EXECUTIVE DIRECTOR
CITIZENS UNION OF THE CITY OF NEW YORK
CITIZENS UNION FOUNDATION

Citizens Union is a good-government advocacy organization founded in 1897. Citizens Union Foundation is a research and education organization founded in 1948. The Executive Director is the chief policy strategist, spokesperson, and day-to-day manager of both organizations.

The Organizations:

Citizens Union (CU) and Citizens Union Foundation (CUF) are committed to reforming New York City and State government by fostering transparency, accountability, accessibility, honesty and the highest ethical standards. Since 1897, CU has devoted itself to holding government accountable and enfranchising all New Yorkers. Citizens Union serves as a nonpartisan watchdog for the public interest and an advocate for good government at City Hall, the State Capitol, and beyond. CU works to ensure fair and open elections, honest and efficient government, and a civically engaged public. CUF conducts research and analyzes the impact of proposed public policy and legislation at the City and State level and provides public education on such issues.

The Board of Directors, under the leadership of its new Chair John Avlon, is focused on enhancing the organizations' profile and direction to respond to the ever-evolving challenges influencing today's government operations and political climate. The desired candidate must have a passion for public service, a deep interest in New York public policy, and a strong professional network and reputation in the civic sector. They must be able to articulate a vision and develop a strategic plan to create a best-in-class, technologically savvy, good government group for the 21st century. To do so successfully, they must possess excellent interpersonal communication, engagement, advocacy, and fundraising skills, as well as the management acumen to lead a small and focused non-partisan organization grounded in a belief that partnership between democratic institutions and an informed electorate is essential to good government.

The Executive Director is responsible for the following duties in both organizations:

- Development of policy recommendations, communications and advocacy strategies, and implementation methods to foster "the honest and efficient government of the City and State of New York."
- Representation of the organizations to outside constituencies, including the media.
- Collaboration with other civic organizations.
- Development of budgets, identification of funding sources, and implementation of fundraising initiatives.

- Hiring and supervision of staff.
- Compliance with all applicable regulatory requirements, and maintenance of records of governance and finance/audit.

The Executive Director will exercise specific responsibilities at Citizens Union:

- Provision of staff support to the Policy Committee and Local Candidates Committee (LCC). This includes oversight of the LCC’s research and interview process and production of the CU Voters Directory. And,
- Testimony before public bodies regarding proposed legislation as well as regulatory and policy matters.

The Executive Director will exercise the following responsibilities at Citizens Union Foundation:

- Collaboration with the Board and committees to set priorities and refine strategic direction.
- Development and oversight of CUF projects, including voting reform, ballot access, campaign finance reform and similar “open government” issues.
- Supervision of the research and writing of CUF’s various position papers.

Qualifications:

- Bachelor’s degree
- Experience and a demonstrated commitment to New York in a policy or management position
- Fundraising experience

Compensation:

The salary range is \$180,000 base, plus health insurance, paid vacation, retirement savings program, and short-term, life and long-term disability insurance.

Citizens Union is an equal opportunity employer and encourages applicants of all backgrounds and experiences to apply. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.

To Apply:

Interested candidates should send a cover letter and résumé to smccullough@citizensunionfoundation.org