



## **The Center for HIV Law and Policy Position Description: Deputy Director**

The Center for HIV Law and Policy challenges barriers to the rights and health of people affected by HIV through legal advocacy, high-impact policy initiatives, and creation of cross-issue partnerships, networks and resources. We support movement building that amplifies the power of individuals and communities to mobilize for change that is rooted in racial, gender and economic justice.

Two of our current major initiatives focus on discriminatory policies in the U.S. legal system. The Positive Justice Project is a national coalition coordinated by CHLP and organized to end criminal laws targeting people living with HIV and viral hepatitis. Teen SENSE and the Sexual Health Youth Advocacy Coalition advocate for written policies guaranteeing LGBT-inclusive/affirming sexual health care and sexual health literacy programming in juvenile detention, foster care and other state-operated youth facilities.

### **Summary of Position**

The Deputy Director works closely and collaboratively with the Executive Director and other staff on strategic planning and organizational management and development, oversees the supervision of staff, and helps to ensure that CHLP's legal and policy programs and strategies serve its mission, goals, and high standards of service, accuracy, and excellence.

The Deputy Director is responsible for ensuring the effective implementation of all legal, policy, and advocacy work, and oversees the professional development of staff. The Deputy Director also supports the Executive Director on development/fundraising work and ensuring organizational sustainability.

### **Key Responsibilities**

- Play a leadership role in the organization's long-term strategic planning process and promote CHLP's role as a leading and visionary organization.
- Relationship-build and explore collaborations with legal, civil rights, human rights, and immigrants' rights organizations to strengthen connections with people of color, low-income individuals, immigrants, and other marginalized communities at risk for HIV.
- Work with the Executive Director and staff to advance, promote, execute, and ensure high-quality results for strategic case and advocacy work.
- Identify, select, develop, implement, and monitor the progress of new strategic legal and policy initiatives, ensuring that work priorities and commitments are developed and implemented on a reasonable timeframe.
- Oversee the review and completion of CHLP publications, resources, and materials.
- Assist legal staff and consultants as requested by the Executive Director.
- Develop a progressive system for staff performance evaluation and feedback.
- Maintain ongoing literacy on major developments in HIV law and policy issues.
- Conduct and contribute to trainings and presentations across diverse audiences and settings.
- In collaboration with the Executive Director, build and engage CHLP's Advisory Board.

- Represent CHLP at meetings, conferences, presentations, networking and fundraising events, and other engagements that will bring more visibility and resources to CHLP and the communities we serve.

### **Expectations**

- Commitment to CHLP's values, mission, and the needs of the communities we serve.
- Ability to articulate, clarify, and uphold high standards for the quality, vision, and soundness of CHLP's work.
- Consistently strong work ethic and passion for honest, direct communication.
- A minimum of 3 years supervisory experience, with the ability to supervise a range of positions, work, and personalities.
- Law degree or legal experience a plus.
- Talent for performing, recognizing and encouraging excellent legal work and policy analysis.
- Commitment to a work culture of mutual respect among employees and supervisors, to regular, clear and direct communication, and to developing future leaders for CHLP and for movement work more generally.
- Ability to navigate complex relationships with partners across diverse communities and social justice movements.
- Self-confidence demonstrated in a willingness to take risks, make mistakes, acknowledge and learn from them, and keep on task.
- Strong interpersonal and communication skills.
- Well-developed sense of humor and compassion.
- On occasion, travel and/or evening and weekend work may be required.

### **Salary**

Commensurate with experience, and with the pay scale of a small not-for-profit, social justice organization. Compensation includes health insurance (including dental and vision), liberal vacation and personal time allowances, and generous employer contribution to retirement account.

### **To Apply**

Send a cover letter, resume, recent writing sample, and salary needs to Catherine Hanssens, Executive Director, at [chanssens@hivlawandpolicy.org](mailto:chanssens@hivlawandpolicy.org). Please put "DEPUTY DIRECTOR POSITION" in the subject line.

### **Deadline for Applications/Interviews**

Interviews will be conducted on a rolling basis and applications will be accepted until the position is filled.

*The Center for HIV Law and Policy is an equal opportunity employer dedicated to advancing fairness, equality, and diversity in both its work and its workplace. We strongly encourage applications from all communities, particularly people of color; people from economically disadvantaged backgrounds; individuals living with disabilities, including those living with HIV; formerly-incarcerated individuals; and lesbian, gay, bisexual, and transgender persons.*

*The Center for HIV Law and Policy is a project of the National Center for Civic Innovation, a not-for-profit 501(c)(3) organization founded by the Fund for the City of New York.*