



## POSITION ANNOUNCEMENT

### EXECUTIVE DIRECTOR, THE ADVOCATES FOR HUMAN RIGHTS

#### About the Advocates for Human Rights

Based in Minneapolis, The Advocates for Human Rights is a non-governmental 501 (c)(3) organization that provides outstanding direct legal services in the Midwest region, including through strong partnerships with legal service providers and other community organizations. The Advocates also uses its knowledge and experience to advance human rights policies at the United Nations and around the globe. Founded in 1983, The Advocates focuses today on the following issues:

- Protecting dignity in migration and immigration
- Ending violence against women and girls
- Empowering LGBTQ+ individuals to combat discrimination and violence
- Using a human rights-based approach to end trafficking
- Abolishing the death penalty worldwide
- Changing lives through the right to education

The Advocates leverages its work through the unique commitment of volunteer lawyers and non-lawyers including through partnerships with local and international human rights organizations. The work of 34 permanent staff is amplified by the efforts of 1,800 dedicated volunteers. The organization's current annual \$4+ million budget is augmented by the \$20+ million value of volunteer hours.

## A Career Opportunity for a Courageous, Collaborative Leader

The Executive Director position is right for the person who will find fulfillment in an organization where they can:

- Build on the accomplishments of a nonprofit that has an outstanding track record, dedicated staff, and a generous donor base.
- Experience the joy of doing work that has a real impact on people's lives.
- Initiate changes that lead to legal and policy reform locally and globally.
- Grow professionally in a dynamic and evolving field
- Be part of a unique community of people who care about human rights.
- Stand strong in a political climate where human rights are under attack.
- Provide leadership to an organization that envisions a world in which every person lives with dignity, freedom, justice, equality, and peace.

## The Executive Director's Responsibilities

The Executive Director reports to the Board and has the following primary responsibilities:

### Overall Leadership

- Implementing the strategic plan.
- Aligning program work with The Advocates' mission.
- Fostering a culture of collaboration, respect, and equity.
- Recruiting, mentoring, empowering, and retaining a team of senior leaders and staff.
- Staying current on significant developments in the field of human rights and human rights advocacy.
- Serving as the public face of the organization.

### Operations and Administration

- Overseeing the organization's budget and, with the Board, having accountability for the organization's financial health and integrity.
- Overseeing the development and provision of all services, ensuring they are culturally responsive and attentive to best practices in the field.
- Ensuring continuous improvement of programs, services, and operations.
- Maintaining and strengthening an organizational structure that responds to needs of the communities The Advocates serves.

### Board of Directors

- Keeping the Board apprised of material developments.
- Working closely with the Board, providing support for Board operations, administration, recruitment, and planning.
- Partnering with the Board to sustain and continually strengthen all Board functions – including governance, meetings, and committee work.
- Actively participating in and assuring appropriate infrastructure for Board committees.

### Finance

- Ensuring the organization's financial viability.
- Collaborating with the Board to oversee financial performance.
- Ensuring accurate reporting of the organization's finances.
- Ensuring the budget's alignment with the organization's goals and mission.
- Overseeing the annual audit.

### Human Resources

- Ensuring compliance with state and federal employment laws and regulations.
- Fostering a positive work environment and promoting teamwork and collaboration.
- Ensuring staff professional development and annual review processes.
- Ensuring appropriate liaison with the Collective Bargaining Unit and Labor Management Committee.

### Resource Development

- Sustaining and increasing fundraising and other financial support.
- Growing and maintaining relationships with donors/funders.
- Guiding communications, marketing, and external relations functions.
- Ensuring effective management of *pro bono* resources.

### Communications and Partner Relationships

- Leading public relations efforts to effectively spotlight the organization's mission and impact.
- Leading marketing and branding to increase the organization's visibility and reputation.
- Building and strengthening relationships with the organization's community partners and other stakeholders.

## Desired Knowledge, Skills, and Abilities

- 10+ years of demonstrated management/leadership experience and skills.
- A law degree or equivalent experience.
- Demonstrated ability to raise funds from a range of private and public sources.
- Demonstrated experience in budgeting and financial oversight.
- Experience working with a board of directors or similar governing body.
- Working knowledge of the field of domestic and international human rights and human rights advocacy.
- Demonstrated experience in developing and implementing strategic plans.
- Demonstrated experience with and commitment to diversity, intercultural development, and anti-racism work in the workplace.
- Strong written and verbal communication skills.
- Proven ability to set goals and achieve results within an organizational setting.
- Ability to identify issues and opportunities, balance multiple priorities, and solve problems.
- Ability to coach and mentor individuals with diverse talents and varying levels of experience.

## Compensation, Salary, and Benefits

The salary range for this position is \$130,000 to \$145,000. The salary is commensurate with qualifications and experience. There is a generous benefits package.

This position is fulltime and is in The Advocates' downtown Minneapolis office. The position is exempt and is not represented by the Office of Professional Employees International Union, Local 12.

## TO APPLY

The Advocates for Human Rights is an equal opportunity employer. The Advocates is committed to cultural diversity and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, disability or any other legally protected status.

To apply, interested candidates should send BOTH a letter of introduction and a resume to <https://app.smartsheet.com/b/form/9316c33f3520493b88f9d24154407ee8>

**Applicants are encouraged to apply by August 8, 2025**