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Position Available - Director Public Citizen's Texas office

Public Citizen is one of the country's leading and most prominent consumer advocacy organization. Since 1971, we have stood up to corporate power and fought to protect our democracy

We primarily work in Washington DC, but we also have a vibrant and robust arm of Public Citizen in Austin, Texas.

Our current Director for the Texas Office is getting ready to step down after 31 years and we are seeking a visionary, strategic and experienced leader, with progressive values and politics to replace him.

General Description: The Director leads and grows our work in the state and region, and represents the organization to the media, elected officials and allies. The Texas office currently works on developing policies that reduce global warming by increasing the use of renewable energy and energy efficiency, reducing emissions from natural gas, shutting old coal plants, developing new methods of transportation and reducing diesel pollution. The office also works on ethics and campaign finance reform.

Based in Public Citizen's Austin office the Director would work with a team of dedicated and progressive professionals (ranges from 3-6 staff, plus additional consultants volunteers and 3-5 interns) to develop various grassroots, media and research projects, and identify new areas of opportunity for campaigns and priorities. The Texas Director also works closely with the President and leadership team of Public Citizen nationally. The Director is responsible for recruiting, training, and supervising staff, fundraising and financial management.

Specific Responsibilities:

1. Shape policy and priorities for the Texas Office
2. Responsible for the day-to-day coordination and management of a fast-paced, highly flexible advocacy, legislative, field, media and research operation.
3. Ensure effective communication, time management and task prioritization between the multifaceted elements of various campaigns. Maximize the complementary skills of our staff and volunteers.
4. Serve as the liaison to other Public Citizen divisions and Public Citizen's President's office.
5. Represent Public Citizen in the media and to the public, as well as to elected officials and government agencies.
6. Recruit, hire, train and supervise all staff. Create professional development plans to increase staff skills and leadership capacity; conduct evaluations; and make personnel decisions.
7. Develop an annual budget for the Texas office and oversee finances and legal issues relating to



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foundation grants, lobbying reporting and more.

8. Expand Texas' field operation to build grassroots and grasstops action to achieve our goals, including electronic outreach programs.
9. Ensure professional, accurate and timely publication of key analyses, reports, fact sheets, testimony, and other important documents and dissemination of information, including overseeing efforts to keep website up-to-date and interesting.
10. Work with the Communications team and the Director to develop multifaceted communications strategies to further campaigns, including traditional print and broadcast media, New Media and website.
11. Conduct our fundraising program, which includes foundation outreach, grant writing and reporting; electronic solicitations; high donor outreach and fundraising events;
12. Other duties as assigned.

Requirements:

- **Education:** Advanced degree preferred, Bachelor's degree required (extensive experience may be substituted). Degree or training in management a plus.
- **Work Experience:** Position requires a minimum of 10 years' experience in advocacy, campaigns, legislative work or communications dealing with legislative or issue campaigns, as well as a minimum of 5 years of supervisory experience. Experience in foundation and other fundraising a plus. Demonstrated experience in developing and executing multifaceted campaigns.
- **Knowledge:** Familiarity with the following: the legislative process, grassroots organizing and media; the U.S. nongovernmental organization and energy sectors; Congress and legislature; fundraising and team management, traditional and new media.
- **Skills:** Excellent political judgment and organizing skills. Demonstrated management abilities regarding time management, prioritization, project tracking and follow-through. Demonstrated ability to effectively lead, manage and support people under often changing and sometimes stressful campaign conditions. Excellent interpersonal, writing and verbal skills are required. Editing skills a plus. Spanish speaking preferred
- **Conditions:** Strong interest in and commitment to the public interest and promotion of the goals of Public Citizen's Texas Office. Ability to travel on occasion.

Salary and Benefits: Competitive non-profit salary commensurate with experience. Good medical and dental coverage. Three weeks paid vacation for new employees.

To Apply: Send a letter of interest, resume, and 2-3 writing samples (including social media examples) to Tom "Smitty" Smith at smitty@citizen.org. Please put "Executive Director Search" into the subject line. No phone calls.

Public Citizen is an equal opportunity employer. People of color, women, LGBT candidates are encouraged to apply. Visit our website at www.citizen.org.