

**AMERICAN CIVIL LIBERTIES UNION FOUNDATION**  
**Associate Director, Major Gifts [DEVF-25/48/49/AICH]**  
**Development Department, New York**

The American Civil Liberties Union Foundation (ACLU) is a nationwide, nonprofit, nonpartisan organization, founded in 1920 and dedicated to the principles of liberty and equality embodied in the U.S. Constitution. The Development Department of the National office in New York City seeks applicants for the full-time position of **Associate Director, Major Gifts**.

## **OVERVIEW**

As a member of the Major Gifts department, the Associate Director, Major Gifts will participate in an aggressive, rapidly growing major gifts program. This position provides the opportunity to contribute to the development and growth of a portfolio of the organization's top contributors. Reporting to the Deputy Director of Major Gifts, this development professional will be responsible for actively seeking major gifts from ACLU donors and prospects through a strategic nationwide program of face-to-face cultivation, solicitation and stewardship.

## **ROLES AND RESPONSIBILITIES**

- Overall responsibility for a personal portfolio of donors at annual giving levels between \$10,000 and \$99,999. Supports the rapid growth of this tier of organizational supporters through a focus on soliciting and securing upgrades to the \$25,000, \$50,000, and \$100,000 levels and higher.
- Responsible for developing and executing comprehensive solicitation strategies, including personal solicitation, cultivation and stewardship. Secures, plans, and engages in face-to-face donor visits within assigned states which requires approximately 50% travel.
- Engages in varying degrees of interaction with affiliate offices, from advising on individual donor strategies, to strategic advice on the direction of fundraising programs, to more intensive consulting on affiliate annual campaigns. Works directly with selected affiliates in an appropriate manner to realize their full fundraising potential.
- Employs senior staff and volunteers as needed, and available, in donor cultivation and solicitation in selected assigned states.
- Makes appropriate use of cultivation mailings, emails, and other donor communications within the context of targeted, individual solicitation strategies.
- Manages tracking of donor relationship data and management reports for assigned portfolio.
- Undertakes special projects under the direction of the Deputy Director of Major Gifts.

## **EXPERIENCE AND QUALIFICATIONS**

- Bachelor's degree required.
- A minimum of 7 years experience in developing and implementing successful personal cultivation, face-to-face contact, solicitation approaches, and stewardship of individual prospects and/or equivalent experience.
- Proven track record in cultivating and soliciting qualified prospects, closing gifts and stewarding major donors of \$25,000 or more.
- Strong interpersonal skills and poise; ability to demonstrate diplomacy and the ability to work in high-pressure situations.
- Excellent written and verbal communication skills with experience developing written donor communications.
- Excellent organizational skills and ability to manage multiple projects; superior attention to detail with strong follow-through; ability to see projects through to completion and meet tight deadlines.
- Demonstrated creative problem solving, strategic abilities and excellent judgment.
- Ability to successfully navigate and thrive in a complex organization. Experience in a non-profit organization of comparable complexity and scale is preferred.
- Ability to partner with, train and mentor others on major donor cultivation and solicitation.

- Experience in working with all levels of management within the organization specifically with Senior Staff in the solicitation of gifts.
- The intellectual depth and maturity to gain trust and confidence of the organization's leadership, including prospects and donors.
- Highest level of professionalism necessary for working with major donors, board members, high level volunteers and senior staff and the ability to work independently as well as part of a team.
- Computer proficiency, including use of fundraising database management systems.
- Frequent travel to solicit donors and work with a subset of the ACLU's 50+ affiliates on major gifts efforts is required.
- Commitment to the mission of the ACLU.

## COMPENSATION

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of the ACLU compensation scale.

## HOW TO APPLY

If you are a proactive and resourceful team player with a passion for public interest issues, please send a cover letter (with salary requirements) and resume by email to [hrjobs@aclu.org](mailto:hrjobs@aclu.org). Reference [DEVF-25/48/49/AICH] in subject line – or by mail to:

Human Resources  
RE: [DEVF-25/48/49/AICH]  
American Civil Liberties Union  
125 Broad Street, 18<sup>th</sup> Floor  
New York, NY 10004

Applications will be accepted until the position is filled, which will not be before June 4, 2010. *Please indicate where you learned of this job posting.*

**The ACLU is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.**

*The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name "ACLU."*

**PLEASE CONTACT AICH/WIA PROGRAM (212-598-0100, ext 221) FOR JOB-SEARCH ASSISTANCE!**

(Customers must be Native American and meet WIA program eligibility requirements in order to receive transportation assistance, clothing allowance, cash incentives once employed, child care assistance, etc., etc..)

Posted: 5/12/2010