



Job Opportunity ACLU Foundation of Arizona Director of Philanthropy

The ACLU Foundation of Arizona is seeking an ambitious, dynamic, and experienced fundraiser to serve as our Director of Philanthropy (DP). This is an exciting time in the ACLU's history. In celebration of our 100th anniversary in 2020, we are embarking on a nationwide fundraising campaign to build the political power necessary to energize the fight for civil liberties and protect our wins for years to come. This ambitious effort presents an exciting opportunity for an experienced fund-raising professional to lead efforts to sizably increase investments made in the ACLU to expand our core legal programs, launch issue-based advocacy campaigns and amplify our public engagement in Arizona, one of 12 trend-setting and influential states where these strategic reforms to build our political advocacy capacity will take place.

The right candidate will provide visionary, strategic leadership to build lifelong relationships with donors with the goal of generating transformational gifts to support ACLU-AZ's current and future strategic goals. The DP, a member of the senior staff reporting directly to the Executive Director, will develop and oversee the program to raise funds for the ACLU in Arizona, including identifying prospects that have both capacity and demonstrated interest in investing in the ACLU to generate longstanding, tangible victories. Working closely with the Executive Director, the National ACLU, and staff and board, the DP is responsible for planning, supervising and executing the ACLU of Arizona's major gifts program (focusing on donors giving at 10k+ levels), administering the grants program, and developing complementary fundraising and donor cultivation plans for each donor or prospect.

The DP will lead fund-raising efforts by maintaining his or her own portfolio of donors and working alongside our Executive Director to engage in face-to-face solicitations. The DP will spend a significant amount of time directly interacting with donors – both in and out of the office – while helping donors fulfill their passions and interests through their giving to the ACLU and will be directly responsible for administering a portfolio of donors/prospects with estimated gift capacity of +\$10,000. The DP also will work closely with senior staff to craft grant proposals to support programmatic Campaign goals. The DP will have the opportunity to hire an Associate Director of Philanthropy, who will serve as the third member of our out-the-door fund-raising team. This is a full-time, exempt position based in Phoenix.

Responsibilities:

- Develop, lead, and evaluate a comprehensive annual work plan that focuses on major gifts and includes fund-raising goals and targets for meetings with donors who are capable of making annual gifts of \$10,000 and greater. The ACLU of Arizona's budgeted fund-raising goal for FYE 2016 ending March 31, 2016 is \$1.25 million and is expected to grow substantially over the next five years.
- Solicit six- and seven- figure annual, campaign and planned gifts through individual face-to-face meeting with donors and prospects.
- Manage a portfolio of approximately 150 donors/prospects.
- Create individual goals and a comprehensive plan for each person in the portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential.
- Staff the development responsibilities of the Executive Director, which includes focusing and prioritizing the Executive Director's development-related time and duties, scheduling meetings with donors, partnering on meetings with donors.
- Report to the Board of Directors on development efforts.
- Oversee strategic cultivation and stewardship of donors and prospects.
- Prepare and write personalized proposals, reports, letters, emails, notes, and other documents.
- Identify, research and qualify new prospects for assignment to the major gifts portfolio.
- Develop and execute special cultivation and stewardship Campaign opportunities for select donors/prospects in the portfolio, provide executive-level support to senior staff in preparation for donor contact, and participate in donor cultivation events.

- Lead foundation grant efforts, including researching prospective foundations, tracking applications and LOI deadlines, partnering with senior staff to write grant applications and ensure regular reporting schedules and prepare grant reports and other communication with funders based on donor interests and program progress.
- Oversee the department's administrative systems related to the Campaign, including data management, campaign tracking, processes and procedures, reporting, gift processing/acknowledgement. Develop evaluative reports for program tracking and management toward Campaign goals.
- Manage and write communications to donors about the ACLU-AZ's mission, activities and successes in a compelling, inspiring and motivating way.
- Track portfolio activity and progress in shared database. Create reports that accurately reflect portfolio activity and performance.
- Maintain working knowledge of national programmatic priorities and issues as they occur.
- Other duties as assigned.

Qualifications:

- Demonstrated commitment to and understanding of the ACLU's mission and principles.
- Six years related experience, with progressive responsibility and a proven track record of securing visits with prospective donors, and soliciting, closing, and stewarding major gifts in the \$10,000 plus range.
- Experience converting new donors/prospects into major donors, and experience soliciting special, multi-year campaign commitments and planned gifts also is preferred.
- Extensive management experience, including the ability to motivate, lead, set objectives and foster an environment of creativity and professional growth.
- Excellent interpersonal, oral, and written communication and presentation skills. Demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece.
- Strong people skills. Effective interpersonal and communication abilities. The ability to communicate effectively and respectfully on the phone and in person with donors, board members, volunteers, staff, and the general public.
- Strong organizational and administrative skills, ability to prioritize and manage multiple projects and to meet deadlines.
- Ability to develop long-term plans, set objectives, and track progress toward achieving objectives.
- Strong work ethic and willingness to tackle administrative tasks ranging from data entry to direct solicitation.
- Personal initiative and a sense of humor. Friendly, outgoing, and collaborative.
- Experience with donor database management and systems to track campaigns and ensure complete, secure and private donor and campaign records.
- Proficiency with office technology (including Word, Excel, Outlook, PowerPoint) and donor databases.
- Local knowledge of Arizona philanthropic community a plus.
- A confident and professional work style. Ability to work independently and to exercise good judgment in stressful circumstances. Flexibility and a willingness to take on new tasks as the responsibilities of the position evolve.
- Ability to work occasional evening, weekends, and irregular hours.

Compensation:

Salary based on experience. Excellent benefits include generous vacation and sick leave; medical and dental insurance for staff members; life and long-term disability insurance; defined contribution plan with employer match; and 12 paid holidays.

To Apply:

Please submit to info@acluaz.org a resume and cover letter describing your interest in this position, and the ways in which you satisfy the qualifications specified above. Include "**Director of Philanthropy Search**" in the subject line and specify how you heard about the posting.

Please also include a copy of one short piece that you wrote, preferably for fundraising purposes. (If you submit a piece that you did not entirely write, please indicate the extent of input of others on it.) *No phone calls or walk-ins, please.*

Hard copy materials may also be sent to the attention of **“Director of Philanthropy Search,”** ACLU of Arizona, P.O. Box 17148, Phoenix, AZ 85011.

Deadline: Applications accepted until position is filled.

The ACLU of Arizona and its Foundation operate jointly as private, non-profit organizations devoted to protecting civil rights and civil liberties. To achieve our mission, we manage legal, legislative and public education programs on a broad range of constitutional issues including immigrants’ rights, LGBT equality, reproductive rights, and voting rights.

Founded in 1959, the ACLU of Arizona has an office located in central Phoenix, and a Tucson office focused on border-related litigation and advocacy. The organization has over 6,000 members and supporters and a staff that currently includes 10 full-time employees, and two part-time employees.

To learn more about the work of the ACLU, please visit www.acluaz.org and www.aclu.org.

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