



## **Job Opportunity ACLU Foundation of Arizona Major Gifts Officer**

The ACLU Foundation of Arizona is seeking an experienced Major Gifts Officer (MGO) to secure funds for the organization by developing and managing a portfolio of donors and prospects, each with an estimated capacity to give between \$2,500-\$50,000. The MGO is responsible for qualifying new prospects and building relationships between the people in her/his portfolio and the ACLU to maximize their financial support of our work.

In addition to soliciting leadership gifts, the MGO also will explore planned giving opportunities and solicit special campaign gifts. The MGO will spend a significant amount of time directly interacting with donors – both in and out of the office – while also helping donors fulfill their passions and interests through their giving to the ACLU. The MGO will be directly responsible for administering a portfolio and tackling administrative tasks within the department.

The MGO reports directly to the Director of Philanthropy and works closely with the Executive Director and colleagues at the national ACLU, as well as with program staff and volunteers. This is a full-time, exempt position based in Phoenix.

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 6,000 members and supporters and a staff that currently includes 9 full-time employees, and two part-time employees.

To learn more about the work of the ACLU, please visit [www.acluaz.org](http://www.acluaz.org) and [www.aclu.org](http://www.aclu.org).

### **Responsibilities:**

- Manage a portfolio of approximately 150 donors.
- Create individual goals for each person in the portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential.
- Create a comprehensive plan for each donor/prospect in the portfolio and execute that plan so that individual donors are retained and upgraded.
- Directly engage in face-to-face solicitation of major and planned gifts, and partner with senior and program staff and/or volunteers on donor engagement opportunities.
- Provide executive-level support to senior staff in preparation for solicitations, including developing appropriate briefing materials in advance of meetings.
- Identify, research and qualify new prospects for assignment to the major gifts portfolio.
- Work with the appropriate staff to secure project information and use this information to develop materials directed at individual donors/prospects, such as highly personalized proposals that are in line with donor interests and programmatic priorities, and draft stewardship reports that detail progress made as a result of a particular gift, etc.
- Develop and execute special cultivation and stewardship opportunities, such as small events for select donors/prospects in the portfolio, and participate in donor cultivation events.
- Track portfolio activity and progress in shared database. Create reports as required by management that accurately reflect portfolio activity and performance.
- Process and execute incoming gifts and acknowledgement letters.
- Maintain working knowledge of national programmatic priorities and issues as they occur.
- Other duties as assigned.

**Qualifications:**

- Minimum five years of experience in nonprofit fundraising, with progressive responsibility and a proven track record of soliciting, closing, and stewarding major gifts in the \$10,000-\$50,000 range. Experience soliciting planned gifts is also preferred.
- 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.
- Demonstrated commitment to and understanding of the ACLU's mission and principles.
- Proficiency with office technology and information systems (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](mailto: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 "**Major Gifts Officer 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 "**Major Gifts Officer Search,**" ACLU of Arizona, P.O. Box 17148, Phoenix, AZ 85011.

**Deadline:** April 28, 2014 although applications received after this date may be considered until the position is filled.

The ACLU of Arizona comprises two separate corporate entities, the American Civil Liberties Union of Arizona and the ACLU Foundation of Arizona. Both the American Civil Liberties Union of Arizona and the ACLU Foundation of Arizona have 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.

**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.**