



Job Opportunity

ACLU Foundation of Arizona

Associate Director of Philanthropy

The ACLU has embarked on a nationwide fundraising campaign culminating in the organization's 100th anniversary in 2020. As part of that campaign, the ACLU Foundation of Arizona is seeking an ambitious, experienced fundraiser to serve as our Associate Director of Philanthropy (ADP). The ADP will serve as a key member of our three-person fund-raising team alongside our Executive Director and Director of Philanthropy, providing visionary, strategic leadership to help us raise transformative gifts that will expand, enhance and sustain our programmatic goals through 2020 and beyond. Under the direction and guidance of the Director of Philanthropy, the ADP will play a key role in the comprehensive campaign and will be responsible for developing and managing a portfolio of 150 donors/prospects, managing the Centennial Campaign's daily operation, processes and systems, including grant writing and management, and creating and maintaining strategies for high-level donor stewardship for all ACLU donors in Arizona.

The ADP 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. The ADP will be directly responsible for administering a portfolio of donors/prospects with estimated gift capacity of +\$10,000, and secure annual, campaign, and planned gifts. The ADP also will work closely with senior staff to craft grant proposals to support programmatic Campaign goals.

The Associate Director of Philanthropy 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.

Responsibilities:

- 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.
- Directly engage in face-to-face solicitation of annual, Campaign, and planned gifts.
- 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.
- Partner with senior staff to write grant applications, as directed by the Director of Philanthropy, and prepare grant reports and other communication with funders, based on donor interests and program progress.
- Direct and execute 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.
- Five 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. The most competitive candidates also will have proven experience converting new donors/prospects into major donors. Experience soliciting special, multi-year campaign commitments and planned gifts also is 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.
- 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 "**Associate 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 "**Associate 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.