The ACLU of Arizona works to advance equity and dismantle systemic injustice through legal action, policy advocacy, and mobilizing our communities to protect the civil rights, liberties, and dignity of all Arizonans. We are excited to announce the search for an experienced, creative fundraising professional to help further develop and grow our fundraising team and raise critical resources to build the political power necessary to energize the fight for civil liberties and protect our wins for years to come.

**Position Overview**
The right candidate will provide visionary, strategic leadership to build strong relationships with donors and institutional supporters with the goal of generating transformational gifts to support ACLU-AZ’s current and future strategic goals. The Director of Philanthropy, a member of the senior staff reporting directly to the Executive Director, will develop and oversee the program to raise funds for both the ACLU Foundation of Arizona – 501(c)3 – and the ACLU of Arizona - 501(c)4. Working closely with the Executive Director, the National ACLU, the development team, 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), grants program, corporate giving program, individual giving, and overall donor communications.

**Location:** Arizona; Phoenix or Tucson preferred  
**Starting Salary Range:** $85,000-$105,000  
**Deadline to Apply:** Wednesday, January 11th  
**Supervision:** This position reports to the Executive Director, is a member of the Leadership Team and currently has 2 direct reports.  
**Classification:** Full-time, exempt

**Position Responsibilities**

**Strategic Planning and Leadership**
- Supervise and lead a high-performing and ambitious team of Development professionals toward accountable, goal-oriented outcomes, providing mentorship and training and guiding professional development.
- Develop, lead, and evaluate a comprehensive annual development plan and budget that focuses on major gifts, grants, and corporate giving that includes fundraising goals and metrics for meetings with donors who can make gifts of $10,000 and greater.
- Report to the Board of Directors on development efforts and goals.
• Develop and execute special cultivation and stewardship opportunities for supporters, provide executive-level support to senior staff in preparation for donor contact, and participate in donor cultivation events.
• Oversee the department’s administrative systems related to the fundraising goals, including Salesforce data management, donation tracking, processes and procedures, reporting, gift processing/acknowledgement.
• Develop, review, revise, and execute the organization’s strategic plan as it related to raising revenue, with a focus on evaluating the efficacy of past strategies and creating new plans and frameworks for diversifying growth.
• Serve as a thought partner in collaboration with the Executive Director and leadership team, proactively bringing essential strategy and solutions to ongoing challenges and opportunities.

**Portfolio Management**
• Manage a portfolio of approximately 120 donors and institutional supporters, creating individual goals and a comprehensive plan for each donor based on their history of giving and the organization’s knowledge of that donor’s potential.
• Solicit five- and six- figure annual and planned gifts through individual meetings with donors and prospects in collaboration with the Arizona and National ACLU team.
• 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, etc.
• Set and achieve aggressive fundraising goals, tracking progress through metrics.

**Donor Communications**
• Work collaboratively with the Communications Director and consultants to develop and implement an annual communication and marketing plan for donors and supporters.
• Prepare and write personalized proposals, reports, letters, emails, and notes for donor cultivation.
• Work with the Communications Director to develop and implement digital strategies that foster membership growth and showcase local ACLU AZ successes.
• Manage and write communications to donors about the ACLU AZ’s mission, activities, and successes in a compelling, inspiring, and motivating way.
• Work across departments to effectively and ethically share stories of success and impact within our community to various audiences across multiple channels.

**Grants Management**
• Lead overall grants program including managing consultants, 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.
• Continue to build out our grants program to achieve substantial growth in the number of grants we apply for and receive each year.

**Equity, Diversity, Inclusion and Belonging (EDIB)**

• Lead the Development team to think creatively, ambitiously, and openly about how our development program and organization can better integrate equity, diversity, inclusion and belonging into our day-to-day operations as well as our goals, plans and work with donors and supporters.

• Working closely with the organizational consultants, EDIB Committee members, National ACLU, and the development team to set and achieve EDIB goals for the department and ensure that EDIB is centered in our fundraising practices.

• Support development and implementation of various activities to enhance the department staff’s sense of belonging and connection to the organization.

**Qualifications**

The successful candidate will possess many of the following qualifications and attributes. If you are excited about the position but are unsure that you are qualified, we encourage you to still apply.

• Demonstrated commitment to ACLU of AZ’s values, mission, and vision.

• A *minimum* of 5 years professional experience in philanthropy required, ideally in a rapidly evolving institution 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+ range.

• A *minimum* of 2 years successful management and leadership experience, including the ability to motivate, lead, set objectives and foster an environment of creativity and professional growth.

• Successful experience converting donors/prospects into major donors, and experience soliciting special, multi-year campaign commitments and planned gifts.

• Experience with donor database management and systems to track goals, metrics, and progress across the development team and a commitment to setting and achieving aggressive fundraising goals.

• Experience working across departments to create communication/marketing plans for donor communication that results in donor cultivation, stewardship, and solicitation.

• Experience successfully growing and building grants, major gifts, corporate giving, planned gifts, and individual giving programs.

• Experience soliciting 501(c)4 non-tax-deductible gifts a plus.

• Excellent interpersonal, oral, and written communication and presentation skills. With a demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece.

• A commitment to Community Centric Fundraising (CCF) principles and a belief that fundraising must be grounded in race, equity, and social justice.

• Ability to travel within the state of Arizona and work occasional evening, weekends, and irregular hours.
**Cultural Responsibility:** Demonstrated awareness of one’s own cultural identity, views about differences, and the ability to learn and build on varying cultural and community norms. A complex understanding of racial justice and the urgency of confronting institutional racism and inequity. Commitment to equity and inclusion as organizational practice and culture. Proven track record of working across lines of race, immigration status, ethnicity, language, class, gender and other identities and experiences including record of arrest or conviction.

**Working Conditions:** The ACLU of Arizona offices are generally open between the hours of 9 a.m. and 5 p.m. The physical demands and work environment described below represent those required and encountered by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inputting information into a computer for long periods of time.
- Work some evenings, weekends, and holidays.
- Periodically work long and extended hours.
- Frequent travel across the state of Arizona as needed.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. Please note that some in-person attendance at the office is required however most day-to-day work can be done remotely.

**Why work for ACLU of AZ?**

*Time off:* Staff get 15 vacation days their first three years; 20 days after four years. We offer an additional 17 days off for holidays and personal days.

*Benefits package:* We cover 100% of health, vision, and dental insurance for employees. We provide life and disability insurance, as well as reimbursement of some out-of-pocket healthcare related expenses. Staff are reimbursed for cell phones and home internet if working from home.

*401k Plan:* We want you to be prepared for retirement! We match 100% of the first 1% of your salary deferred to your 401k, plus 50% of the next 5% of your salary contribution. And then, we contribute an additional 2% of your salary contribution each pay period.

*Commitment to our staff:* We invest in staff growth and professional development opportunities and are committed to providing regular feedback and opportunities for advancement.

*Crystal clear focus:* Our team focuses on some of the most important and urgent issues of our times – from abortion rights, voting rights and democracy, LGBTQ+ rights, criminal justice reform, immigrant rights, border justice, and racial justice.
Our team is amazing: You will be working with incredibly dedicated, smart, and caring people who know how to have fun while getting a lot done in a low-ego environment. In addition to your Arizona colleagues, you will become part of a national network of ACLU staff in all 50 states plus D.C. and Puerto Rico!

How to Apply
Email your resume and cover letter to jobs@acluaz.org. Include “Dir of Philanthropy” in the subject line and how you heard about the position. In the cover letter, in addition to your qualifications, please make sure to answer the following questions:
1) Why you are interested in working at ACLU of AZ; and
2) How have you demonstrated a commitment to equity, diversity, inclusion, and belonging in your professional work?
No phone calls or walk-ins, please.

The ACLU of Arizona undertakes inclusive strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact jobs@acluaz.org

Deadline: Applicants must submit their cover letter and resume by Wednesday, January 11th.

The ACLU of Arizona is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction.