



Job Opportunity **Philanthropy Officer** *(Exempt)*

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 fundraising professional to join a dynamic development team working to raise funds and awareness to create a more perfect union here in Arizona.

POSITION OVERVIEW:

The Philanthropy Officer will serve as a key member of the ACLU of Arizona's fundraising team. The Philanthropy Officer will help the organization raise transformative gifts that will expand, enhance, and sustain its programmatic goals. Under the direction and guidance of the Director of Philanthropy, the Philanthropy Officer will play a key role in managing relationships with existing donors and securing new sources of funding that will enable longstanding, tangible civil liberties victories in Arizona.

The primary function of the Philanthropy Officer will be to interact, meet, and communicate with a portfolio of current and potential stakeholders, guiding prospects and donors to accomplish their philanthropic goals through a relationship with the ACLU of Arizona. The Philanthropy Officer oversees the creation and coordination of all mass communications to prospects and donors, in addition to providing guidance and support in all of the organization's development activities.

The Philanthropy Officer will not be responsible for supervising paid staff but may supervise interns and other volunteers as assigned. This is a full-time, exempt position based in Arizona and presents an exciting opportunity for a professional who has a desire to strengthen a development program and a deep passion for civil liberties work.

Location: Arizona; Phoenix preferred. Hybrid work environment.

Starting Salary Range: \$65,000 - \$75,000 DOE

Deadline to Apply: Saturday April 13, 2024

Supervision: This position reports to the Director of Philanthropy

Classification: Full-time, exempt

POSITION RESPONSIBILITIES:

Job responsibilities include but are not limited to:

Major & Planned Gifts (70%)

- Manage a portfolio of approximately 100 donors and prospects, each with an estimated capacity to give \$10,000 or more.
- Create individual goals for each person in the portfolio based on the individual's giving propensity, capacity, and affinity to the organization and its mission.
- Create and execute comprehensive cultivation, solicitation, and stewardship strategies for each individual in their portfolio.

- Directly solicit major and planned gifts, and partner with Executive Director and Director of Philanthropy on key asks.
- Track portfolio activity, communication, and progress. Create reports as required by management that accurately reflect portfolio activity and performance.
- Provide updates to donors and prospects that are in line with donor interests, programmatic priorities, and progress made because of a gift.
- Maintain working knowledge of local and national programmatic priorities and issues as they occur.
- Partner with colleagues from ACLU National to advance key donor relationships.

Development Communications (15%)

- Oversee development and coordination of all mass communications, both printed and digital, sent to prospects and donors.
- Work with the programs and communications teams to communicate with donors and prospects about the ACLU of Arizona's mission, activities, and success in a compelling and inspiring way.
- Develop quarterly mailed and emailed updates to major donors and prospects, as well as mailed and emailed solicitations for individuals and groups within the organization's mid-level giving program.
- Coordinate marketing for Arizona Gives Day, Giving Tuesday, and end-of-year giving campaigns.

General Development & Other Activities (10%)

- Participate in and provide planning support for broader development engagement and acquisition events.
- Participate in and contribute to the research and qualification process for major donors and prospects.
- Assist with grant writing and prepare grant reports and other communication with funders based on interests and program progress.
- Other duties as assigned.

QUALIFICATIONS:

Skills and Experience:

- Minimum three years of professional fundraising experience – major and/or planned giving program experience preferred.
- Minimum five years of professional work experience – nonprofit experience strongly preferred.
- Demonstrated understanding and commitment to civil liberties, civil rights, and the ACLU of Arizona's mission.
- Excellent computer skills, including proficiency with Microsoft Suite technology (including Word, Excel, Outlook, and PowerPoint).
- Excellent interpersonal skills and enthusiasm for building strong professional relationships with donors, volunteers, staff, and the general public.
- Excellent written and oral communication skills, including the ability to speak comfortably and compellingly with donors about the potential impact of their philanthropic investments in the ACLU of Arizona.
- Commitment to the highest ethical standards and best practices in fundraising.
- Commitment to working collaboratively and respectfully toward resolving obstacles and/or conflicts.
- Commitment to non-partisanship and a willingness to have at-times difficult conversations with prospects and donors.

- The ability to work occasional evening, weekend, and irregular hours and to travel within the state as needed.
- Knowledge of the Arizona philanthropic community.
- Experience working with a donor database.
- Certified Fund Raising Executive (CFRE) designation preferred.

Cultural Competencies: 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 office is 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.
- Occasionally travel locally/regionally/internationally 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 THE ACLU OF ARIZONA?:

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 legal 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, cover letter, and two professional references to jobs@acluaz.org. Include “Philanthropy Officer” 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-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-AZ 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 apply by Saturday April 13, 2024.

The ACLU-AZ 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.