



Position Description: Development Director American Civil Liberties Union Foundation of Tennessee

The ACLU Foundation of Tennessee is seeking an experienced Development Director to direct and significantly expand the fund development program for the ACLU and strengthen the links between ACLU and its supporters. Working closely with the Executive Director, the Director of Development is responsible for planning, supervising and executing the ACLU Foundation of Tennessee's major gifts program and leading the progression and expansion of the ACLU Foundation of Tennessee's fundraising strategies.

With an annual combined budget of approximately \$600,000, the ACLU of Tennessee and its related Foundation operate jointly as private, non-profit organizations devoted to protecting civil liberties and civil rights of Tennesseans. We pursue our mission through advocacy, education, litigation and legislative lobbying programs on a broad range of issues including religious freedom, freedom of speech, racial justice, reproductive freedom, LGBT rights and privacy.

The ACLU of Tennessee has been chosen to receive a significant infusion of resources over the next four years to significantly grow and expand its programmatic and institutional capacity. This position provides an unprecedented opportunity to be part of this process by building a dynamic development program to sustain our growth. This is a senior management position reporting to the Executive Director.

The ACLU of Tennessee is an affiliate of the American Civil Liberties Union (ACLU), a national public interest organization and leading defender of civil liberties guaranteed by the Bill of Rights. ACLU-TN, with its state office is in Nashville, has approximately 3700 members and supporters and a staff of eight.

Job Responsibilities

Primary Responsibilities

Major Gifts Program: Identify, develop and implement strategies for the cultivation of prospective donors for gifts of at least \$1000; train board members and others for solicitations; identify donor prospects and maintain records on current donors; facilitate solicitations for the Executive Director and board leadership; prepare materials for solicitors and donors; develop and coordinate an annual comprehensive work plan that will include specific fundraising goals and targets for proposals, appeals and campaigns with the Executive Director; work with the national office in coordinating production of appeals; prepare reports. Coordinate and implement cultivation and outreach events to prospective donors throughout the year.

Planned Giving: Work with the national ACLU Office of Planned Giving to develop and implement strategies for marketing planned giving products to ACLU donors and members.

Other Responsibilities

Events: Oversee the coordination of fundraising and cultivation events, including our annual Bill of Rights Celebration.

Foundation Grants Program: Coordinate foundation grants program, including strategic prospect research, scheduling, writing, grant preparation and reporting.

Membership: Develop strategies to cultivate ACLU-TN members who have the potential to become major donors.

Gift Recording & Acknowledgement: Assure the proper recording, tracking and reporting of gifts from major donors. Maintain accurate and current data files, including giving histories, profiles and interactions. Coordinate with the ACLU National Office regarding changes and updates. Become proficient in National ACLU sharing formulas, produce reports for annual audits and verify reconciliation of funds between ACLU of Tennessee and the National office.

Materials: Maintain primary responsibility for developing the messages, materials and explanations of our work used in all of the development campaigns. Oversee the development of the Annual Report and other materials that advance the ACLU's development programs.

General staff leadership responsibilities: Attend ACLU functions, such as the annual membership meeting, occasional Board meetings and other ACLU events. Assist the Executive Director in maintaining a strong team spirit within the office.

Qualifications

- Bachelor's degree and/or equivalent combination of education and experience with at least five years experience in fundraising focusing on individual major gifts, particularly in advocacy or community-based organizations. CFRE accreditation desirable.
- Experience in working with advocacy and/or community-based organizations.
- Broad understanding of multi-faceted campaign planning, implementation and management.
- Strong interpersonal skills and comfort working with donors, volunteers and senior staff.
- Creativity, results-orientation, initiative, willingness to learn and ability to manage an aggressive schedule, working beyond 9-5 as needed.
- Demonstrated leadership skills and ability to motivate others and work well with colleagues; experience in successfully directing volunteers in positive, team-oriented approach.
- Excellent written and verbal communication skills with experience developing successful written donor communications and marketing materials.
- Superb organization skills; detail-orientation with strong follow-through and the ability to meet tight deadlines.
- Computer proficiency, including list/database management.
- Firm commitment to the mission and principles of the ACLU.

Compensation

Salary based on experience. Excellent benefits include paid vacation, medical and dental insurance, pension plan, life and disability insurance and generous paid vacation.

To Apply

Send a cover letter, resume, three professional references and a two-page business writing sample by mail to Hedy Weinberg, Development Director Search, P.O. Box 120160, Nashville, TN 37212 or by email to hedy@aclu-tn.org. Please put "Development Director" in the subject line.

Applications accepted until the position is filled. Please indicate in your cover letter where you found this job announcement.

The ACLU of Tennessee comprises two separate corporate entities, the American Civil Liberties Union of Tennessee (ACLU-TN) and the American Civil Liberties Union Foundation of Tennessee (ACLUF-TN). Both the ACLU-TN and the ACLUF-TN 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.