



August 26, 2019

Title: Development Officer  
Reports to: Director of Philanthropy  
Exempt/Non-exempt: Non-exempt

The American Civil Liberties Union of the District of Columbia (ACLU-DC) seeks a full-time professional to join its team as a Development Officer. This is an opportunity to help enhance civil liberties and civil rights in the District as well as build the political power necessary to protect our hard won victories by assisting with fundraising for the local affiliate.

#### Position and Organization Summary

The ACLU of the District of Columbia is the Washington, DC affiliate of the American Civil Liberties Union, a national nonprofit organization devoted to the protection of civil liberties and civil rights. Founded in 1961, the ACLU-DC is one of the District's premier public advocacy organizations, focusing on issues that arise within the District of Columbia in areas such as criminal law reform, racial justice, freedom of speech and religion, LGBT rights, gender equality, the rights of federal workers, and prisoner's rights. We advance civil liberties through litigation, legislation and public education. The ACLU of the District of Columbia's Development Officer expands affiliate's fundraising capacity through direct engagement with donors. They will maintain a portfolio of donors and prospects as well as provide research support for the Executive Director and Director of Philanthropy. The Development Officer also manages planning and execution of in-person events that steward existing contributors and encourage renewed support, and provides essential support to the Director of Philanthropy as needed.

#### Major Responsibilities/Activities

##### **Direct Donor Engagement**

- Cultivate, solicit, and steward a partial portfolio of donors between \$1,000 and \$10,000 through personalized engagement.
- Solicit planned gifts as part of comprehensive donor strategy.
- Coordinate with Director of Philanthropy and National ACLU colleagues on solicitation strategies.

##### **Events**

- Oversee planning and execution of 2-3 stewardship and cultivation events per year and one ticketed annual event.
- Arrange for invitations, food, event space, and other logistics of the event.
- Engage in superior customer service to current and potential donors, supporters and members.

### **Research/Database**

- Utilize database to identify potential prospects
- Uphold integrity of information in database and ensure data is entered consistently and accurately.
- Provide research profiles for Executive Director as needed.
- Pull lists for targeted mail, invitations, and other initiatives as requested.

Other tasks in support of development department may be assigned.

### Minimum Requirements

- A personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance, and able to work with diverse individuals within the organization and broader community.
- Understanding of and passion for the ACLU mission.
- Comfort with direct engagement of donors, including solicitation.
- Impeccable organizing skills and attention to detail.
- Excellent computer and internet skills including MS Office.
- Excellent verbal and written communications skills.
- Ability to work occasional weekends, evenings, and overtime, as needed for development events and duties.

### Essential Skills and Abilities

- Experience with fund and membership development programs and donor-centered fundraising.
- Ability to set priorities and meet deadlines on concurrent projects in a fast-paced, occasionally stressful environment.
- Ability to adhere to deadlines, problem solve, and work creatively and independently.
- Ability to deal with a diverse group of people in a variety of settings.

### Desirable Attributes and Experience

- Experience or educational background in database management.
- Experience with event or project management.
- Experience with Salesforce.
- Keen eye for design, layout and presentation.
- Knowledge of DC's social justice issues.

### Compensation and Benefits:

The salary range for this position is \$55,000 to \$65,000 with an offer based on individual experience and abilities. Excellent benefits include paid time off, generous paid holidays, medical and dental insurance, 401K plan, life insurance, and income replacement during illness through a combination of annual sick leave, short-term and long-term disability insurance.

### To Apply:

Please send an email [hr\[at\]acludc.org](mailto:hr[at]acludc.org), subject line "Development Officer," with the following materials:

- Cover letter explaining your interest in and qualifications for the position as detailed in the job

- description
- Current resume
  - A brief writing sample of no more than 2-3 pages
  - Names and contact information for three professional references (references will not be contacted without prior notification).

*Applications will be accepted until the position is filled. To ensure full consideration, please submit completed applications by September 27, 2019. Early applications are encouraged.*

*The ACLU of the District of Columbia is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of D.C. encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability and veteran status, or any other classification protected by the D.C. Human Rights Act or the federal employment law.*