



AMERICAN CIVIL LIBERTIES UNION OF VERMONT
Job Announcement: DIRECTOR OF DEVELOPMENT

Posted June 20, 2017

POSITION OVERVIEW

The ACLU of Vermont (ACLU-VT) is seeking an ambitious, dynamic, and experienced fundraiser to serve as our Director of Development. This position presents an unparalleled opportunity for an experienced fundraising professional to build and direct a major gifts program at a trusted and respected organization currently benefitting from unprecedented levels of public support. The Director of Development will play a major role in increasing investments in the ACLU of Vermont, a growing organization on the front lines of some of today's most important issues.

This is an incredibly exciting time to join the ACLU. Even before this November's election, the organization was engaged in a \$1.2 billion Centennial Campaign—the most ambitious fundraising campaign in our history—in anticipation of the national ACLU's 100th anniversary in 2020. Post-election, with enormous threats to civil rights arising in nearly every area of the ACLU's work, we've seen an overwhelming outpouring of support from new members, donors, and volunteers who view the ACLU as an essential institution for preserving our fundamental freedoms and liberties. The ACLU of Vermont is doing its part in the nationwide struggle for civil liberties while working to protect and advance constitutional rights here in Vermont.

It will be essential for a new Director of Development to act quickly to maximize development opportunities within the current political environment and to leverage the ACLU's comprehensive nationwide Centennial Campaign to support the ACLU of Vermont's continuing growth and increasing impact.

Working closely with the Executive Director, the Director of Development is responsible for planning and managing the ACLU of Vermont's fundraising program—central to which is the development of a recently initiated major gifts program. The Director of Development will significantly broaden our major donor base and bring new prospects into the organization. The Director of Development will partner with the Executive Director to build and manage a portfolio of major donors and prospects, and work with the staff and board of directors to nurture a culture of philanthropy. The Director of Development will spend a significant amount of time directly interacting with donors and helping them to fulfill their philanthropic interests and passions. The Development Director also will play a key role in implementing the organization's strategic communications to members, donors and prospective donors.

This is a unique opportunity for the right person who is eager to build and lead a growing development program and take it to the next level—and to do it within an exciting, supportive, and collaborative work environment, surrounded by the countless attractions and majestic beauty of Vermont.

The position is full-time and based in Montpelier but will require regular travel within Vermont and occasional attendance at evening and weekend events.

THE ACLU

For almost 100 years, the ACLU has been at the forefront of every major civil liberties fight in our country's history. Whether it's ending mass incarceration, achieving full equality for the LGBT community, establishing new privacy protections for our digital age, or preserving the right to vote or a women's right to choose, we take up the toughest civil liberties issues to defend all individuals from government abuse and overreach. With ACLU affiliate offices in all 50 states, Washington, D.C., and Puerto Rico, we fight tirelessly in the courts, legislatures, and communities to ensure that all individuals' rights are protected. Our strength and resourcefulness as a national network are unsurpassed. We are a passionate, highly motivated group of attorneys, policy advocates, communication experts, community organizers, and fundraisers, and we're looking for exceptional talent to join our team.

Founded in 1967 and based in Montpelier, the ACLU of Vermont is the statewide affiliate of the national ACLU. We currently focus our efforts on criminal justice reform, police accountability, privacy from government surveillance, and defending and empowering the most vulnerable members of our community—while protecting a wide range of core constitutional principles including free speech and religious liberty. We are a small but closely-knit staff, working in an exciting, fast-paced environment to produce substantial outcomes that improve the lives of Vermonters statewide. To learn more about the ACLU of Vermont, visit our [website](#).

RESPONSIBILITIES

Prioritizing individual gifts from major donors, the Director of Development will manage all aspects of the ACLU of Vermont's fundraising program. Responsibilities include:

- Developing and managing a comprehensive, strategic, donor-centered fundraising program that includes specific fundraising goals and targets, with a focus on major gifts.
- Managing relationships with individuals in a robust portfolio, including a significant personal portfolio of major gift donors and prospects as well as those assigned to the Executive Director.
- Developing and pursuing personalized goals and plans for each donor, ensuring that they receive regular personalized contacts.
- Ensuring that all donors to the ACLU are acknowledged for their contributions quickly and thoughtfully and that all gifts are recorded in a timely manner.
- Drafting and sending donor correspondence and gift proposals, and ensuring all needed follow up is accomplished.
- Securing meetings with major gift donors and prospects and engaging in face-to-face solicitations.
- Conducting research and leading efforts to identify major gift prospects to bring new supporters into the organization.
- Making effective use of national ACLU development staff, research tools, and other resources; partnering with colleagues from the national ACLU to advance key donor relationships, secure leadership gifts, and develop and implement a comprehensive planned giving program.
- Overseeing the planning and management of strategic cultivation and stewardship events.

- Identifying prospective grant funders and working with program staff on grant preparation, proposal submission, and reporting. Cultivating relationships with foundations as strategically appropriate.
- Managing effective systems of confidential data entry and donor records, donor recognition, and tracking of all fundraising, including a transition to a new and more comprehensive donor and constituent management system in the year ahead. Ensuring the accuracy, security, and hygiene of donor records.
- Preparing monthly development plans and reports of all fundraising activities for the Executive Director. Creating and running reports (to be shared with Executive Director and Board of Directors) that reflect donor activity, fundraising program performance, and revenue projections.
- Preparing annual fundraising plan, as part of the organization's overall strategic plan, that specifies goals for major gifts, annual support, grants, and planned giving.
- Working with the Executive Director and Communications Director to develop and implement a communications plan, including development of messages, materials, and explanations of our work used in strategic donor communications, our Annual Report, newsletters, Centennial Campaign materials, and other communications that advance the ACLU's mission and visibility.
- Maintaining active familiarity with ACLU's programs and positions; represent the ACLU-VT with individuals and in public gatherings as needed.
- Other duties as assigned.

QUALIFICATIONS

To be considered for the position, you must have:

- At least **5 years** of experience in a complex, nonprofit development program including significant experience in major donor fundraising, planned giving, event management, and grant writing, or equivalent experience with clearly transferrable skills. Local knowledge of the Vermont philanthropic community a plus.
- Preferably at least **3 years** of experience in soliciting major gifts as a major gifts officer, development director, or executive director.
- A demonstrated commitment to civil liberties and civil rights, and an understanding of and appreciation for the ACLU's values, mission, and goals.
- Exceptional initiative, vision, and ambition to lead a vibrant development program. Proactive and entrepreneurial attitude conducive to creating and implementing new initiatives.
- A confident and professional work style and the ability to work independently as well as cooperatively, exhibiting patience, good will, good judgment and a commitment to excellence and accuracy. A strong sense of humor and a faculty for handling stressful situations with grace and maturity is a must.
- Superb leadership, interpersonal, oral, and written communication and presentation skills. A demonstrated ability to communicate effectively, comfortably, and respectfully with donors, staff, and community leaders, including the ability to synthesize and present complex themes and activities in a digestible and compelling way, whether in conversation or in print.
- Strong work ethic and willingness to tackle tasks ranging from data entry to direct solicitation.

- Strong organizational and time management skills, with the demonstrated ability to juggle and prioritize many concurrent tasks, manage a high-volume workload, pay extremely close attention to detail, adapt quickly to changing organizational priorities and circumstances, and meet moving deadlines.
- Experience and comfort with donor database management and systems for tracking donor history, interests, and activity. Proficiency with computers, Microsoft Office applications, database management, and various web platforms.
- Experience leading teams of volunteers and staff members to successful completion of projects.
- A commitment to diversity; a personal approach that values individuals and respects differences of race, ethnicity, age, gender, gender identity, sexual orientation, religion, ability, and socio-economic circumstance, and the ability to work with diverse individuals within the organization and the broader community.
- Ability to work occasional irregular hours, and to attend evening and weekend events as necessary.
- Knowledge of budgeting and financial management principles.
- Ability and willingness to travel regularly in-state and occasionally out-of-state; must possess a valid driver's license or driver's privilege card and a reliable vehicle.

COMPENSATION AND BENEFITS

Salary is commensurate with experience. Benefits include medical, dental, disability, and life insurance, 401(k), and paid family, vacation, holiday and sick leave.

APPLICATION PROCEDURE

To apply, email a letter of application, a resume, three professional references, and a short writing sample to search@acluvt.org. Include in the subject line of the email: your **last name** and **Director of Development**. In your letter please indicate where you learned of the posting.

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

The ACLU of Vermont undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions.

DEADLINE

Initial deadline for applications is August 1, 2017; however, applications will continue to be accepted and reviewed until the position is filled, at which time the job announcement will be removed from our website at www.acluvt.org.

The ACLU of Vermont is comprised of two separate corporate entities, the American Civil Liberties Union of Vermont and the ACLU Foundation of Vermont to do a broad range of work to protect civil liberties. Both entities have the same overall mission, and share office space and employees.