

**Job Opportunity**

**ACLU of Pennsylvania**

**Major Gifts Officer**

The American Civil Liberties Union of Pennsylvania (ACLU-PA) is seeking a full-time Major Gifts Officer to help expand our organization’s fund development program to sustain our presence and programmatic impact across the state. This is a fantastic opportunity for a fundraising professional who is passionate about social justice to join Pennsylvania’s premier defender of civil liberties. We are a passionate, highly motivated group of attorneys, public policy and legislative advocates, communications experts, community organizers, administrators and fundraisers, and we are looking for exceptional talent to join our team.

The Major Gifts Officer, alongside the Director of Philanthropy, Assistant Director of Philanthropy, Donor Communications & Development Operations Manager, and Executive Director, will serve as a key member of our four-person fundraising team. The Major Gifts Officer will help raise transformative gifts that will expand and sustain our programmatic goals. Under the direction and guidance of the Director of Philanthropy and Assistant Director of Philanthropy, the Major Gifts 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. The Major Gifts Officer will be responsible for developing and managing a portfolio of approximately 150 donors (each with an estimated capacity to give $10,000 or more) and creating and maintaining strategies for high-level donor stewardship.

The Major Gifts Officer will be positioned to significantly impact the development program of the ACLU of Pennsylvania. This is a full-time, exempt position based in Philadelphia and presents an exciting opportunity for a professional who has a desire to strengthen a development program and has a deep passion for civil liberties work. *Please note that this position is temporarily remote until January 2022 due to the COVID-19 pandemic.* This is an exempt, salaried, and full-time position.

# DUTIES AND RESPONSIBILITIES

The Major Gifts Officer will spend most of their time directly interacting with donors (both virtually and when pending health and safety regulations allow in-person meetings to resume) by helping them fulfill their passions and interests through their giving to the ACLU. The goal for the Major Gifts Officer is to greatly expand the number of leadership gifts ($10,000+) and planned gifts from ACLU supporters across the commonwealth. Responsibilities include:

* Research and qualify a list of 300+ already identified prospects for assignment to the major gifts portfolio.
* Manage a portfolio of approximately 150 donors (each with an estimated capacity to give $10,000 or more).
* Create individual goals for each person in the portfolio based on the donor’s history of giving and the organization’s knowledge of that donor’s potential.
* Create a comprehensive cultivation and solicitation strategy for each donor in the portfolio and execute that strategy.
* Directly solicit major and planned gifts, and partner with the Executive Director and Director of Philanthropy on key solicitations.
* Develop unique cultivation and stewardship opportunities and participate in broader donor cultivation events.
* Track portfolio activity, communication, and progress. Create reports as required by management that accurately reflect portfolio activity and performance.
* Work with the appropriate program staff to secure project information to develop personalized materials directed at individual donors/prospects that are in line with donor interests, programmatic priorities.
* Assist with donor research projects and prospect research.
* Maintain working knowledge of local and national programmatic priorities and issues as they occur.
* Partner with colleagues from the national ACLU to advance key donor relationships.
* Partner with senior staff to write grant applications, as directed by the Director of Philanthropy, and prepare grant reports and other communication with funders, based on donor interests and program needs.
* Assist with communication to donors about the ACLU-PA’s mission, activities, and successes in a compelling, inspiring, and motivating way.
* Other duties as necessary.

**OTHER REQUIREMENTS**

* Expressed commitment to the ACLU-PA’s mission and core priorities, including criminal legal reform, voting rights, First Amendment rights, immigrants’ rights, LGBQ&T equality, privacy and security, and racial justice, and experience centering those directly impacted by these issues.
* Demonstrated commitment to equity, diversity. inclusion, and belonging, using a personal approach that values all individuals and respects differences in race, ethnicity, age, sex, gender identity, sexual orientation, religion, ability, and socio-economic circumstances.
* Strong dedication to ethical fundraising through a racial justice lens, including an emphasis on centering the voices of directly impacted individuals and a resistance to using tokenism or white savior narratives in fundraising work.
* Demonstrated commitment to working collaboratively and respectfully toward resolving obstacles and/or conflicts.

**DESIRED QUALIFICATIONS**

* Demonstrated non-profit development experience is preferred, but other, transferable experience will be considered. Direct work soliciting donors and closing and stewarding major gifts is ideal.
* Demonstrated understanding, knowledge of, and commitment to civil liberties, civil rights, and the ACLU of Pennsylvania’s mission.
* Excellent computer skills, including proficiency with Microsoft Office technology (i.e., Word, Excel, Outlook, and PowerPoint).
* Strong interpersonal skills and enthusiasm for building strong professional relationships with donors, board members, 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.
* Experience working with Salesforce and knowledge of the Pennsylvania philanthropic community is a plus.
* The ability to work occasional evening, weekend, and irregular hours and to travel within the state as needed.

**COMPENSATION AND BENEFITS**

The ACLU-PA offers a generous and comprehensive compensation and benefits package, commensurate with experience and competitive with public interest salaries. The annual salary for the position is $68,500. Benefits include 11 paid holidays along with generous vacation and sick leave; individual/family employer-provided health insurance; life insurance and long-term disability; and defined contribution plan with employer match. Relocation assistance may be available for out-of-state candidates. This position is full-time, salaried, and exempt from overtime under the Fair Labor Standards Act.

## APPLICATION PROCEDURE

Interested candidates should submit a cover letter, resume, and three professional references (please include email, phone, and relationship to you) to [devsearch@aclupa.org](mailto:devsearch@aclupa.org), and please add “Major Gifts Officer” in the email subject line. Please also indicate in your cover letter where you heard of this career opportunity. *No phone calls please.* All applications are treated confidentially.

Applications will be reviewed until the position is filled, at which time this announcement will be removed from our website.

***The ACLU-PA is an equal opportunity employer.  We value a diverse workforce and an inclusive culture. The ACLU-PA 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, veteran status, or record of arrest or conviction.***

ACLU-PA’s hiring process will comply with Philadelphia’s Fair Criminal Records Screening Standards (“Ban the Box”) ordinance.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. ACLU-PA reserves the right to change the description and/or posting at any time without advance notice.

**ABOUT ACLU-PA**

The ACLU-PA is a nonprofit, nonpartisan public interest organization, dedicated to defending and enhancing personal freedoms protected by the Constitution and the Bill of Rights through litigation, legislative advocacy, and community education. It is a fast-paced environment that addresses headline-making issues with powerful personal stories and dynamic, precedent-setting solutions. The ACLU-PA has three offices, ten volunteer chapters, over 40,000 members and donors, 35 employees, and a $5.3 million operating budget.

The ACLU-PA comprises two separate corporate entities, the American Civil Liberties Union (the “Union”) of Pennsylvania and the ACLU Foundation (the “Foundation”) of Pennsylvania. The Union is a 501(c)(4) nonprofit corporation, and ACLU membership dues fund its lobbying work. Donations to the Union are not tax-deductible. The ACLU Foundation is a 501(c)(3) nonprofit corporation. Foundation funds support litigation and public education efforts. Donations to the Foundation are tax-deductible. The Major Gifts Officer is an employee of the ACLU Foundation of Pennsylvania.

Both the ACLU of Pennsylvania and the ACLU Foundation of Pennsylvania have the same overall mission, and share office space, employees, and the same board of directors. The two entities are jointly known by the term “ACLU-Pennsylvania.”

To learn more about the work of ACLU-PA, please visit [www.aclupa.org](http://www.aclupa.org).