



Development Associate

OVERVIEW

Looking to join the resistance? Want to do something about long-standing discrimination against Indigenous communities, policies that unfairly incarcerate and punish those in poverty, hostile treatment of transgender and non-binary people, and barriers to the voting booth? The ACLU of Montana seeks a full-time, salaried Development Associate to play an important, behind-the-scenes role in the ACLU of Montana's fast-paced development department. This position will help maximize the use of data to drive development decisions and provide support to the out-the-door fundraisers, who are building meaningful relationships with current and potential major donors. This is a new position and is will suit someone who is looking to dive deeper into a non-profit fundraising career.

Based in our Missoula office, the Development Associate will report to the Director of Philanthropy. This position will supervise the Development Assistant (a 10-hour / week position that handles gift processing and administrative support for the department).

BACKGROUND

The ACLU of Montana (founded in 1972) is an affiliate of the national ACLU (founded in 1920) and operates as an independent, non-profit organization. We are the state's largest and most influential civil rights organization, combining litigation, policy advocacy, communications, and community organizing tactics to promote a broad range of individual rights and liberties. Our current top priorities are Indigenous justice, with a focus on education equity, and the criminalization of poverty. We work on a wide array of other issues including immigrants' rights, reproductive justice, LGBTQ equality, voting rights, freedom of speech and religion, and technology and privacy.

The ACLU of Montana has a current staff of 15 and a main office located in Missoula. Expect a friendly work environment with a team of people dedicated to affecting change in our state. To learn more about the work of the ACLU of Montana, please visit www.aclumontana.org.

RESPONSIBILITIES

Portfolio Management – 60%

- Administer the tasks associated with donor cultivation, solicitation, and stewardship within a portfolio of major donors, prospective donors, and foundations, in collaboration with the Director of Philanthropy.
- Conduct prospect research and portfolio assignments for new donors.
- Create annual action plans tailored to each donor that incorporate contributions, planned giving, and campaign gifts.
- Prepare monthly task reports for out-the-door fundraisers (Director of Philanthropy and Executive Director), assist in the preparation of donor strategy briefing memos, and ensure accurate and timely data entry.
- Manage travel calendars for fundraisers and assist in the coordination of travel plans.
- In collaboration with the Director of Philanthropy and the Development Assistant, create monthly, quarterly, and annual reports that evaluate the success of the development program.

Donor Stewardship Program – 15%

- Provide behind-the-scenes strategy and support to make donor cultivation and stewardship functions more effective and efficient.
- Take the lead in ghost-writing email updates to donors.
- In coordination with the Development Assistant, prepare monthly thank you lists and support volunteers and board members in sending handwritten thank you notes.
- Supervise the Development Assistant (a 10-hour / week position that handles gift processing and administrative support for the department).

Other Projects – 15%

- Serve as the point person for donor inquiries via email and phone.
- Lead the annual year-end appeal mailing process.
- Gather technical information (financial statements, budget, board/staff list, etc.) required for grant applications. Ensure timely management of grant reports and proposals. Coordinate with the Finance team to ensure accurate documentation for grants and internal coding needed to track spending.
- Manage Development Department events, including large fundraising/friend-raising events as well as small-group, major-donor stewardship events.

General Staff Teamwork – 10%

- Participate with the ACLU of Montana team as a cooperative, positive team player.
- Engage in continuing equity and inclusion work such as staff racial caucus group conversations and activities and organizational conversations and retreats.

REQUIRED QUALIFICATIONS

- Proven experience with database management, comfort with using data to drive decisions, and ability to learn new database systems quickly;
- Two+ years of experience working closely with a fundraising department (in a professional or volunteer capacity), including a non-profit or political campaign;
- Solid understanding of project management, specifically moving tasks along a continuum towards a larger goal;
- Excellent writing and communications skills, comfort with responding to donor inquiries;
- Experience with events management, or support of events;
- Exceptional attention to detail and accuracy;
- Highly self-motivated and organized, with superb time management skills;
- Demonstrated computer literacy using Microsoft Word and Excel, especially experience and comfort with manipulating large data-sets in Excel;
- High ethical standards related to confidentiality and accuracy of donor records;
- Strong interpersonal skills and experience working on a diverse team; with a proven commitment to diversity, equity and inclusion; a personal approach that values all individuals and respects to race, ethnicity and national origin, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance;
- Commitment to working collaboratively and respectfully with colleagues and stakeholders;
- Demonstrated commitment to civil liberties, civil rights, racial and social justice.

PREFERRED QUALIFICATIONS

- Experience and comfort with Salesforce;
- Advanced knowledge of database reporting;
- Proven track record of responding to donor inquiries via email or phone;
- Experience supervising volunteers or employees;
- Experience working with a senior ranking member of a management team, managing multiple demands, and changing priorities;
- Knowledge of philanthropy trends in Montana's different geographic regions and/or specific donor communities, including Indigenous philanthropy.

COMMITMENT TO DIVERSITY AND INCLUSION

The ACLU of Montana is an equity-based employer. We value a diverse workforce and an inclusive culture. The ACLU of Montana encourages applications from all qualified individuals without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, previous incarceration or involvement in the criminal justice system, or veteran status.

PHYSICAL REQUIREMENTS

Elements of job duties may require occasional moving of up to 25 pounds and the ability to occasionally stoop, kneel, or crouch. The person in this position will communicate via email, telephone, and in-person with supporters, community members, and colleagues and must be able to exchange accurate information in these situations. Candidates not able to meet such demands can possibly work with staff or others to enable compliance.

COMPENSATION AND BENEFIT

Salary range \$35,000 - \$38,000, depending on experience. Excellent benefits, including health and dental insurance, short and long-term disability and life insurance, 401(k) retirement plan, and generous vacation, holiday, sabbatical, and family and medical leave policies.

APPLICATION PROCEDURE

All applications are treated confidentially. Please submit:

1. A letter describing your interest in the position (no longer than two pages)
2. Resume

Email your application to jobs@aclumontana.org or mail it to: ACLU-MT, Attn: Hiring, P.O. Box 1968, Missoula, MT 59806. Please put "Development Associate" in the subject line of your email or on your envelope. Please indicate in your application where you saw this job posting.

DEADLINE

Application review will start April 1, 2020. Applications after that date are encouraged and will be accepted on a rolling basis until the position is filled. To learn more about the work of the ACLU-MT, please visit www.aclumontana.org.