



Development Associate – ACLU of Eastern Missouri

OVERVIEW:

The American Civil Liberties Union of Eastern Missouri's **Development Associate** assists the Development Director in the development and coordination of a comprehensive fundraising plan that meets philanthropic and membership revenue goals and strengthens donor relationships.

The Development Associate will assist the Development Director in creating a robust development department that supports our programs and operations. Key development programs are major gifts, the annual fund campaign, gift planning, and membership. This work, under the direction of the Development Director, involves donor cultivation and stewardship events, membership recruitment, mail and phone campaigns, and producing donor-related information for publications and electronic communications.

RESPONSIBILITIES:

Liberty Campaign: Under the direction of the Development Director, plan and implement an Annual Gift Program (personal solicitations, tribute program, newsletter and special appeals) that consistently bring in gifts that range from \$25.00-\$4,999.00. This plan will include identifying, cultivating, soliciting and stewarding annual gifts from individuals, family foundations, and private foundations. Maintain a portfolio of 100-120 current donors and prospects as assigned by the Development Director. Maintain up-to-date donor records, ensure timely mailings, manage the production of mailings, and provide reports to the Development Director and the Executive Director as needed.

Major Gifts and Gift Planning: Assist the Development Director in identifying and cultivating major gift and legacy gift prospects. This support includes scheduling meetings as needed, preparing development related materials, and handling details of the production and distribution of these materials. Assist with prospect research to identify new individuals, corporations, and foundations that may have an interest in our mission. (Major Gifts=\$5,000+)

Data Management and Gift Processing: Maintain confidential fundraising information on database and all donor records. Record gifts and prepare acknowledgement letters, pledge reminders, and other development correspondence. Maintain accurate and retrievable files electronically and in hard copy.

Donor Cultivation Manage logistical arrangements for cultivation events throughout the year, including planning, mailings, onsite coordination, and volunteer management.

General Staff Leadership Responsibilities: Attend ACLU-Eastern MO functions and events as needed. Identify training opportunities to improve and expand knowledge of development practices. Assist the Development Director in other activities as assigned.

QUALIFICATIONS:

1. B.A. or equivalent and at least three years of relevant work experience in the fund development field. Experience in non-profit advocacy or other community-based groups is valuable.
2. Ability to communicate effectively and respectfully on the phone and in person with donors, board members, volunteers, staff, and the general public.
3. Excellent organizational and administrative skills: a strong, consistent attention to detail, an organized work style, and the ability to follow through on assignments with a minimum of direct supervision. Good problem solving and analytical skills.
4. Proven success in developing and implementing project plans, and possess the ability to work on several projects at various stages of completion.
5. Strong skills in donor database management, word processing, and spreadsheets. Experience making database queries and exporting from a database into a word or excel document.
6. A demonstrated ability to write clearly and precisely. Strength in proofreading and an ardent attention to detail.
7. A commitment to confidentiality of donor records and ethical fundraising practices.
8. Flexibility and a willingness to take on new tasks as the responsibilities of the position evolve.
9. Ability to work occasionally on evenings and weekends.
10. Enthusiasm and interest for civil liberties.
11. A commitment to diversity: a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance.

Compensation and Benefits

Salary based on experience. Benefits include paid vacation and sick leave, medical and dental coverage for staff members, life and long term disability insurance, and a 401(K) plan with employer match.

To Apply

Please submit a resume, short business writing sample, and a brief cover letter describing your interest in the Development Associate position to the address below. Please indicate in your cover letter where you found this job listing. Please, no phone calls.

Applications accepted until position is filled.

ACLU of Eastern Missouri Fund
Attn: Debbie Read, Executive Assistant
454 Whittier Street
St. Louis, Missouri 63108
OR
application@aclu-em.org

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.