

**ACLU of Wisconsin Foundation
American Civil Liberties Union of Wisconsin
207 East Buffalo Street, Suite 325
Milwaukee, WI 53202-5774
www.aclu-wi.org**

**Position Available
Development Director**

Help Us Fight for What's Right

The American Civil Liberties Union of Wisconsin Foundation (ACLU/WIF) seeks an experienced leader to serve as our Development Director with primary responsibility for securing increased and sustainable resources to help us defend civil liberties and civil rights.

The ACLU/WIF is an affiliate of the American Civil Liberties Union (ACLU), a national public interest organization, which is the leading defender of civil liberties guaranteed by our nation's Bill of Rights.

The ACLU/WIF and its sister organization, the ACLU of Wisconsin maintain IRS 501 (c)(3) and 501 (c)(4) status respectively. To achieve our mission, we manage legal, legislative and public education programs on a broad range of constitutional issues including discrimination, free speech, religious freedom, reproductive rights, GLBT rights, and information privacy. The ACLU has over 8,000 members in Wisconsin. We have a diverse staff of 10 individuals. Our headquarters is located in Milwaukee's historic Third Ward. To learn more about the work of the ACLU and the civil liberties principles we uphold, please visit www.aclu-wi.org and www.aclu.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.

Position Overview

The ACLU/WIF is seeking a Development Director, a senior management position reporting to the Executive Director, to manage programs which raise funds for the ACLU and strengthen the links between the ACLU and its supporters. The Development Director will be part of a team of senior professionals. Working closely with the Executive Director, the Development Director is responsible for planning, supervising and executing the affiliate's annual giving and major gifts programs and other fundraising strategies. The Development Director, working with other staff and volunteers, will implement a multi-faceted development plan.

Job Responsibilities

Primary Responsibilities

Annual and Major Gifts Programs: Identify, develop and implement strategies for the solicitation of a substantial number of prospective donors for gifts of at least \$500; dedicate approximately one-half time to a personal portfolio of the organization's top donors and prospects, including face-to-face donor visits for cultivation, solicitation, and stewardship; facilitate similar activities for the Executive Director and top board leadership; work with the national office in coordinating high level solicitations.

Other Responsibilities

Foundation Grants Program: Lead teams of senior staff seeking foundation grants, including coordination of strategic prospect research, scheduling, writing, grant preparation and reporting.

Planned Giving: Work with the national ACLU Office of Planned Giving to develop and implement strategies for marketing planned giving products to ACLU donors and members.

Events: Manage the fundraising aspects of events large and small, including an annual Bill of Rights Celebration.

Gift Recording & Acknowledgement: Supervise staff to maintain accurate and current data files, including giving histories, profiles, interactions; coordinate with the ACLU National Office regarding changes and updates. Become proficient in National ACLU sharing formulas and the national ACLU donor database. Assist in production of reports for annual audits and reconciliation of funds between the ACLU/WIF and the National office.

Materials: Maintain primary responsibility for developing the messages, materials, and explanations of our work used in all of the development activities. Oversee the development of the Annual Report and other materials that advance the ACLU's development programs.

General staff leadership responsibilities: Attend ACLU functions, such as the annual membership meeting, occasional Board meetings and other ACLU events. Assist the Executive Director in maintaining a strong team spirit within the office.

Qualifications

- Bachelor's degree and/or equivalent combination of education and experience with at least five years experience in fundraising focusing on individual major

- gifts, campaigns and events, particularly in advocacy or community-based organizations. CFRE accreditation desirable.
- Experience in working with advocacy and/or community-based organizations.
 - Broad understanding of multi-faceted campaign planning, implementation and management.
 - A successful track record of identifying, cultivating and soliciting major individual donors and foundations.
 - Strong interpersonal skills and comfort working with donors, volunteers and senior staff.
 - Demonstrated leadership skills and ability to motivate others and work well with colleagues; experience in successfully directing volunteers in positive, team-oriented approach.
 - Excellent written and oral communication skills with experience developing successful written donor communications and marketing materials.
 - Experience with donor database management and systems to ensure complete, secure and private donor records.
 - Superb organization skills; detail oriented with strong follow-through and the ability to meet tight deadlines.
 - An ability to manage a demanding full time schedule, including early mornings, evenings and some weekends.
 - An ability to undertake travel within Wisconsin, including frequent travel to Madison.
 - 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.
 - Demonstrated commitment to and understanding of the mission and principles of the ACLU.

Compensation And Benefits

Salary based on experience. Benefits include paid vacation and sick leave, health insurance coverage for staff members and families based on a partially employer funded Health Savings Account, limited domestic partner benefits, life and long term disability insurance, a wellness benefit, an optional 401(K) and a partially employer funded defined contribution style pension.

To Apply

Please submit a resume, short business writing sample, and a brief cover letter describing your interest in the Development Director 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, which will not be before July 20, 2010.

ACLU of Wisconsin Foundation
Attn: Development Director

207 East Buffalo Street, Suite 325
Milwaukee, WI 53202-5774

OR

HR-DD@aclu-wi.org

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