



## Regional Major Gift Officer- Job Posting

### Organization and Opportunity Overview

The ACLU-WI is a statewide non-profit, non-partisan, private organization with 23,000 members. The ACLU-WI is widely recognized as a cutting-edge and leading advocate for civil rights and civil liberties in the state, and works closely with other state organizations that share compatible goals. Our mission: *The American Civil Liberties Union of Wisconsin fights to protect, defend, and expand civil rights and liberties – particularly for communities historically denied their rights – through nonpartisan advocacy, community education, litigation, and organizing in order to create a more just future.* The ACLU of Wisconsin's combined operating budget is approximately \$4.5 million with headquarters in the City of Milwaukee. The organization has a diverse staff of up to 30 individuals.

### Position Overview

The Regional Major Gift Officer is a staff position within the ACLU-WI's Development & Engagement Department. The Regional Major Gift Officer is responsible for identification, research, cultivation, solicitation, and stewardship of a portfolio of individual major donors and prospects in the assigned region of the state in order to help the affiliate meet its fundraising goals. This is a hybrid role designed for a candidate with the ability to travel and meet with donors and prospects across the northern part of Wisconsin.

### Job Context

This position is a full-time LTE position and reports to the Director of Development & Engagement. The position is a hybrid position with travel required across northern Wisconsin (at the expense of the organization.) Work may include occasional nights and weekends. This position also requires 1-2 days a month in the office based in Milwaukee.

### Responsibilities include:

The general job responsibilities of a Regional Major Gift Officer include, but are not limited to, the following:

#### Major Giving Portfolio & Major Giving Pipeline Development

- In consultation with the Director of Development & Engagement, manage a select portfolio of 50 major donors and prospects with the capacity to make annual gifts of \$10,000 plus, including their cultivation, solicitation, and stewardship;
- Identify, research, & qualify potential new major gift prospects in the region in order to grow the pipeline of potential 10K+ donors to 100+;
- Partner with the Development & Engagement department to develop and execute ongoing regional strategy, develop specific goals and customized solicitation

strategies matching the objectives of the organization and the interests of each individual donor/prospect and to implement specific tactics for prospecting & cultivation including events, salons, referrals, meetings, etc;

- Meet Major Gift portfolio goals – including dollars raised, donor retention rates, donor qualification, and one-on-one meetings/meaningful contacts.

### Annual Fund Portfolio

- Under the direction of the Director of Development & Engagement, provide support related to approximately 50-75 Annual Fund donors (1000-9,999) to cultivate and solicit renewed or increased annual contributions and planned gifts;
- Meet Annual Fund portfolio goals – including dollars raised, gift upgrades, donor retention rates, donor qualification, and one-on-one meetings/meaningful contacts;
- Support development team in reviewing Annual Fund donors on an annual basis to reevaluate list segmentation and reassign as needed.

### General Development Responsibilities

- Maintain up-to-date and accurate database records. Track portfolio activity and progress. Create reports as required that accurately reflect portfolio activity and performance;
- Support the production of donor cultivation events, varying in topics/staff and location to match interests and maximize outreach;
- Work with the appropriate staff to secure information about ACLU-WI work and initiatives and use this information to develop materials directed at individual donors/prospects, such as highly personalized proposals or stewardship reports that detail progress resulting from a gift;
- Assist the department in overall stewardship of annual fund and major gift donors;
- Attend team and affiliate-wide meetings each month;
- Participate in National ACLU Development Resource offerings including weekly virtual meetings, and opportunities to engage with development colleagues nationwide. Stay well-versed in National Development calendars to ensure coordination;
- Stay well-versed in the work of the ACLU, locally and nationally, and be an effective representative of the organization;
- Other administrative duties as assigned.

### **Experience & Qualifications**

- Commitment to Equity, Diversity, Inclusion, and Belonging as core values;

- A strong commitment to the mission and goals of the ACLU, racial justice, dismantling white supremacy and incorporating a structural power analysis into work;
- Knowledge and understanding of how power and oppression is manifested in matters of race, ethnicity, age, gender, sexual orientation, gender identity, gender expression, religion, ability, citizenship and socio-economic circumstances;
- Bachelor's degree plus a minimum of 5 years of fund-development experience; a minimum of 3 years experience in major gift fundraising with a proven track record of closing 5-figure gifts. CFRE a plus;
- Experience with identifying, qualifying and cultivating new donor prospects, especially those with the potential to give over \$10,000. Familiarity with the northern region of Wisconsin and its philanthropic landscape a plus;
- Ability to work independently in a fast-paced environment while supporting the goals and initiatives of a collaborative team and manage a deadline-driven portfolio;
- Strong organizational skills. Ability to develop long-term plans, set objectives, and track progress towards achieving objectives. Familiarity with the concepts of moves management preferred;
- Excellent oral, written, and presentation skills. Ability to understand and follow many different areas of civil rights work, and to describe many different areas of work in a way that is concise, compelling, and easy to understand for donors and prospective donors;
- Excellent interpersonal skills, including conflict resolution experience and ability to work across lines of difference, working effectively with colleagues at all organizational levels, and with external stakeholders; Friendly, outgoing, and collaborative approach with a strong team-oriented style;
- Strong computer skills with a proficiency in MS Office applications and Google suite; Asana and Blackbaud CRM proficiency a plus;
- Must be available for travel across Northern Wisconsin and occasionally to the Milwaukee based office.

**Working Conditions:** Hybrid work requirements consisting of approximately a 40-hour work week with work from home permitted when work responsibility allows, prioritizing caregiving and work-life balance needs. with approximately 1-2 days per month in the Milwaukee office. This position requires regular travel across the northern portion of the state.

- Ability to work at a computer for multiple hours a day;
- Prolonged periods sitting at a desk and working on a computer;
- Visual acuity for extensive reading, preparing, and analyzing information, and viewing a computer terminal;
- Ability to use a phone for phone calls throughout the day
- Ability to drive for meetings, events.
- Ability to do light physical activity including occasional lifting and carrying of office supplies, packages, and equipment weighing up to 20 pounds for meetings, events, or other duties.

- Ability to travel, as required;

**Mental Demand:** Decision making, emotional intelligence, giving and receiving feedback and building trusting, collaborative relationships. The nature of this work can be emotionally demanding and requires thoughtful communication.

**Physical Requirements.** This position requires:

- **Stationary positioning:** Must be able to remain in a stationary, seated position for 50 to 75% of the working period.
- **Mobility:** Ability to move about as needed in the office or at offsite venues. Occasionally may be required to ascend or descend from one level to another.
- **Transporting:** Must be able to lift and/or carry items weighing up to 10 pounds frequently and up to 25 pounds occasionally.
- **Communicating:** The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- **Determine/Observe:** The ability to observe details at close range.
- **Operation of Machinery:** Must be able to constantly operate a computer and other office productivity machinery, such as calculators, copy machines, computer, printers and other devices.
- **Temperature:** Typically works in a climate controlled, indoor environment. May occasionally work in other environments at offsite venues that would include some exposure to outdoor areas with variation in hot and cold temperatures.

**Compensation:** Compensation is based on relevant experience and skills, ranging from approximately \$67,309 to \$83,949. The organization provides employees \$60 per month for internet and cell phone allowance. Benefits include paid vacation and sick leave, 12 weeks paid family medical/parental leave, and optional medical (includes one plan at no cost to the employee), vision, dental coverage, life insurance, short- and long-term disability insurance, and a 401(k) retirement fund with a stepped employer match.

**How to Apply:** Please **email** a single document of the requested documents to [hr@aclu-wi.org](mailto:hr@aclu-wi.org), please use '[YOUR NAME]- Regional Major Gift Officer' in the subject line of the email. The requested items are the following:

- Cover letter explaining how you are qualified for this position and why you're interested in being part of the ACLU of Wisconsin;
- Resume;
- Final interviewees will need three professional references.

**Priority Deadline:** Applications will be accepted until the position is filled.

*This job announcement provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment.*



*The ACLU of Wisconsin reserves the right to change the description and/or posting at any time without advance notice.*

*The ACLU of Wisconsin is an equal opportunity/affirmative action employer and strongly encourages people of color, people with disabilities, members of the LGBTQ+ community, and formerly incarcerated people to apply. The ACLU of Wisconsin undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact us at [hr@aclu-wi.org](mailto:hr@aclu-wi.org).*

*The ACLU of Wisconsin is composed of two separate corporate entities, the American Civil Liberties Union of Wisconsin and the American Civil Liberties Union of Wisconsin Foundation. Both organizations share office space and employees.*