



Wisconsin

**Career Opportunity**  
**Development Officer**  
**American Civil Liberties of Wisconsin**  
**Madison, Wisconsin**

***Join Us at the ACLU***

If you are passionate about protecting the rights of all people, we encourage you to consider joining us at the American Civil Liberties Union (ACLU), the nation's foremost defender of civil liberties and civil rights. It is an exciting time at the ACLU: we are looking at our 100<sup>th</sup> anniversary in 2020, facing critical elections that will impact us all, expanding our fundraising base, strengthening our legal and advocacy firepower and amplifying public engagement with our work to fight threats to freedom head on – and win.

The ACLU of Wisconsin is a strong, growing organization with more than 13,000 members, supporters and activists across Wisconsin; we also join our affiliate colleagues in other states and the national office of the ACLU to play a key role in defending civil rights and liberties across the country. We are a passionate and highly motivated group of community leaders, fundraisers, organizers, coalition-builders, lawyers and public policy and advocacy experts, and we are looking for people with exceptional talent to join our team.

**THE POSITION, DESCRIBED**

Reporting to the Director of Development, our new Development Officer will work to ensure that the ACLU of Wisconsin meets fundraising goals by increasing philanthropic support of the ACLU's work. The Development Officer will manage relationships with donors and prospective donors, each with an estimated capacity to support the ACLU with an annual gift of \$10,000 or more. The Development Officer primarily will be responsible for finding new high-capacity prospects, assessing their inclination to support the ACLU and closing gifts that meet our revenue goals while fulfilling our donors' philanthropic visions.

The Development Officer will spend a significant amount of time in direct interaction with donors and will work with colleagues within the ACLU to maximize giving through annual gifts, estate gifts and transformational campaign gifts.

This position will be based in Madison and will require regular travel to other parts of Wisconsin.

## **PRIMARY RESPONSIBILITIES OF OUR NEW DEVELOPMENT OFFICER:**

- Managing a personal portfolio of approximately 75 major gift donors and prospects.
- Identifying and qualifying new prospects for assignment to the major gifts portfolio, creating a comprehensive strategy for each donor/prospect in the portfolio and executing those strategies in ways in which donors are respected, retained and inspired to increase their support.
- Soliciting major gifts directly.
- Providing executive-level support to senior staff in preparation for donor interactions, including creating briefing materials that are thoughtful and concise.
- Maintaining a working knowledge of the ACLU's state and national programmatic priorities and issues as they occur – and then effectively incorporating this information into targeted written materials for donors, talking points for one-on-one donor interactions and donor reports/updates in a variety of formats.
- Developing and participating in strategic donor engagement opportunities. This may include partnering with senior staff, staff/volunteers, small events for select portfolio donors/prospects, podcast/newsletter features, etc.
- Accurately tracking key relationship activities in our CRM database (Salesforce) and creating relevant reports.

## **WE SEEK CANDIDATES WHO CAN BRING:**

- Superior skills in relationship building and a high level of comfort with asking individuals to commit their resources to support the ACLU. This experience may come from a fundraising background *or* through other experience that demonstrates tenacity, creativity, follow-through and strong person-to-person skills.
- A commitment to the mission and goals of the American Civil Liberties Union in protecting and furthering civil rights and civil liberties.
- Excellent oral and written communication and presentation skills. A demonstrated ability to simplify complex themes and activities into short, compelling presentations or written pieces.
- Strong people skills. An ability to communicate effectively and respectfully with donors, prospects, Board members, volunteers, colleagues and the public by phone/email/text and in person.
- Strong organizational skills. The ability to prioritize and manage multiple projects simultaneously and meet deadlines.
- A firm commitment to diversity and a personal approach that values individuals and their differences.
- Proficiency with office technology and information systems.
- The availability for travel throughout Wisconsin, plus limited out-of-state travel.
- The ability to work beyond the traditional work day and work week, when needed.
- (*Preferred*) Experience with and knowledge of Wisconsin's philanthropic community.

### OUR TOP CANDIDATES WILL:

- Have high ethical standards and genuine interest in developing authentic relationships.
- Be persuasive and persevere in order to achieve goals.
- Take initiative personally *but also* be collaborative team players.
- Bring humor and flexibility to the workplace and be able to maintain balance and perspective.

### *Are You Ready to Join Us?*

If you're excited about devoting your talents and skills to the ACLU, please submit your resume and a letter of interest (with mention of where you learned of this career opportunity) to [hr@aclu-wi.org](mailto:hr@aclu-wi.org).

To ensure that we receive your application, please do *not* use any other ACLU email address.

The ACLU welcomes talented development leaders to our team and in return offers a generous and comprehensive compensation and benefits package. Benefits include medical and dental insurance, life and long-term disability insurance, 401(k) contribution and paid vacation, holidays and sick days.

This position is full-time and exempt.

**We will accept applications until the position is filled. We hope that one of those applications is yours.**

*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 employer. We value a diverse workforce and an inclusive culture. We strongly encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, former incarceration and veteran status.*

*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 comprised of two separate corporate entities, the American Civil Liberties Union of Wisconsin and the American Civil Liberties Union of Wisconsin Foundation. Both are organizations with the same overall mission; they share office space and employees.*