



## Position Description: Development/Executive Assistant

**Position Overview:** The ACLU of Idaho (ACLU-ID) is seeking a part-time (18 hour per week) Development/Executive Assistant to join our staff of six in a fast-paced, friendly office in Boise to help cultivate donor relationships and grow a vibrant development program, which advances the mission of the ACLU.

The assistant will maintain donor database; produce donor reports and acknowledgment letters for major donors; coordinate the grants program; help develop and produce cultivation, solicitation and acknowledgment packages; organize logistics for donor campaigns; coordinate fundraising and cultivation events. Additionally this position will provide administrative development support to the Executive Director.

The ACLU of Idaho and its Foundation operate jointly as a non-partisan non-profit organization devoted to the protection and advancement of civil liberties and rights. To learn more about the ACLU of Idaho, please visit [www.acluidaho.org](http://www.acluidaho.org)

### **Primary Responsibilities:**

- **Database.** Maintains confidential fundraising information and holds primary responsibility for the accuracy and integrity of the donor database information. Assists in the preparation and distribution of reports.
- **Major Gifts.** Supports and assists the Executive Director in raising annual major gifts by managing all administrative functions, including but not limited to: identifying, researching and preparing for visits with major donors and prospects; corresponding with donors including the production of acknowledgements and responding to donors' requests and inquiries; providing excellent customer service to major and potential donors; preparing materials for cultivation and solicitation activities; tracking progress of the Annual Giving Campaign and other development initiatives.
- **Donor events.** Coordinates fundraising and cultivation events. Arranges event logistics.
- **Grant Program.** Manages the grants program by maintaining grants calendar, and researching foundations to meet programmatic needs.
- **Administration.** Assists with volunteer coordination and supervision of Development volunteers; provides administrative support to the Development Committee and to Board members engaged in development activities; communicates with vendors in the production of fundraising materials including mail appeals, event invitations and campaign materials; maintaining Development sections of ACLU of Idaho website; assists in the production of the annual report.

Other tasks as assigned by the Executive Director.

### **Required Qualifications:**

- B.A. or equivalent and at least two years of relevant work experience. Experience in non-profit, advocacy or other community-based groups is valuable.
- Excellent organization and administrative skills: a strong, consistent attention to detail, an organized work style, and the ability to follow through on work assignments with a minimum of direct supervision.
- A demonstrated ability to write clearly and precisely. Strength in proofreading and an ardent attention to detail. Strong skills in use of computers for database management and word-processing.
- A commitment to the confidentiality of donor records.
- The ability to work on several projects at various stages of completion. Good problem-solving skills. A confident, business-like and professional presentation. Flexibility, determination and good humor.
- Ability to work occasional evenings and weekends.
- Commitment to the goals and programs of the ACLU.

**Helpful Skills & Experience:**

- Experience in development, customer service, event management or a related field.
- Familiarity with donor database software.
- Strong skills with database management, word processing, and spreadsheet software.
- Excellent interpersonal skills and a genuine interest in building relationships that benefit the organization.
- Experience with graphic design software.
- Familiarity with web-based services and e-campaigns.

**Compensation:** ACLU of Idaho offers a competitive salary. This is a part-time (18 hours per week), hourly position. Benefits include paid vacation and generous paid holidays.

**To Apply:** Please e-mail cover letter, resume, three references and a relevant writing sample (not to exceed 2 pages) to [admin@acluidaho.org](mailto:admin@acluidaho.org) with a subject line of "Development Assistant." Application materials may also be mailed to PO Box 1897, Boise, ID 83701.

**Resumes reviewed upon receipt. Position will remain open until filled.**

*The ACLU of Idaho 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.*