



AMERICAN CIVIL LIBERTIES UNION
FOUNDATION

Idaho

Career Opportunity
Director of Philanthropy
American Civil Liberties Union of Idaho,
Boise, ID

Be Part of a Pivotal Moment in History

The ACLU of Idaho Foundation is seeking an experienced, skilled, mission-driven applicant for the position of Director of Philanthropy to join our team.

The next Director of Philanthropy will be a nonprofit development professional who is looking for a meaningful opportunity in a proven and vibrant organization that makes profound differences in the lives of individuals. Our mission is timely, our staff is committed to protecting civil rights and liberties of Idahoans, and all Americans nationwide.

At the ACLU, we take pride in our reputation of more than 25 years of fighting the hard fight for people whose civil rights are challenged or denied in Idaho and 98 years as a national organization. And now -- with the Trump administration's never-before-imagined threats to civil rights and liberties, plus a Centennial Campaign that is close to reaching its ambitious goals even before its public launch -- it is the ideal time to join us!

ABOUT THE POSITION:

Working closely with the Executive Director, the Director of Philanthropy will lead, plan and execute the ACLU of Idaho's major gifts program and other fundraising initiatives.

The right candidate will provide visionary, strategic leadership to build and strengthen lifelong relationships between donors and the organization, toward a goal of generating transformational gifts to support the ACLU of Idaho's current and future strategic goals.

The Director of Philanthropy reports directly to the Executive Director, and is charged with developing and overseeing the program to raise funds for the affiliate, including identifying prospects that have both capacity and demonstrated interest in investing in the ACLU to generate longstanding, tangible victories. Working closely with the Executive Director, other staff and Board members, and national ACLU staff, the Director of Philanthropy is responsible for planning, supervising and executing the affiliate's leadership and major gifts program, focusing on donors with the capacity to give \$5,000 to \$10,000 and above annually.

Our team is excited to find someone who is energized by meeting and talking to donors and prospects. The ideal candidate sees an opportunity for connection everywhere, enjoys

stretching the circle wider and figuring out different ways that people can come together to support our fundraising goals.

The position is based in Boise, Idaho.

ABOUT THE ACLU

The ACLU is the nation's premier guardian of liberty. A nationwide, nonpartisan nonprofit organization, the ACLU is dedicated to defending and expanding civil liberties and human rights across the country. The ACLU of Idaho and its foundation operate jointly as private, nonprofit organizations devoted to furthering the ACLU's mission in Idaho. The ACLU of Idaho employs a three-prong approach to its work, which includes litigation, policy advocacy, and community engagement. To learn more, visit www.acluidaho.org and www.aclu.org.

Our staff of seven full-time employees work in a fast-paced, friendly office in the heart of downtown Boise, Idaho. Boise, the City of Trees, is the capitol of Idaho and the core of a metro area of 660,000 people. The city enjoys all four seasons in a dry climate and offers an exceptional quality of life and a diverse business community with high tech industries. Recreational activities include whitewater rafting and kayaking, climbing, fishing, hunting, and skiing. There is a 135 mile foothill trail system for hiking and mountain biking and a 25 mile riverside greenbelt along the Boise River which flows through the city. Downtown offers thriving restaurants, shops, concerts, and public markets, and an ever expanding number of local microbrew pubs and wineries. Over 95 languages are spoken in Idaho. The Treasure Valley, which includes the cities of Boise, Meridian, Nampa and Caldwell is home to the state's largest LatinX community. Boise is also a hub for LGBTQ communities and political activism in Idaho. Boise is a large refugee resettlement city. See more about Boise in this [video](#).

The ACLU of Idaho is an equal opportunity/affirmative action employer and encourages people of color, people who have experienced incarceration, immigrants and refugees, people with disabilities, people who are queer, transgender, lesbian, gay, or bisexual, and women to apply.

KEY RESPONSIBILITIES:

- Develop and execute a comprehensive, strategic, donor-centered fundraising program that includes specific fundraising goals and targets, with a focus on the acquisition of leadership gifts (\$10,000 + annually) from high level prospects and donors.
- Manage a portfolio of 50-60 major donors and prospects (inclusive of a 30 major donor portfolio for the Executive Director).
- Research and identify prospects for cultivation and solicitation to expand our major donor pool.
- Develop and implement a comprehensive annual grant management program.
- Work closely with the Community Engagement Manager and others in the development of messages, materials, and explanations of our work used in strategic

donor communications, including the development of the Annual Report, Year-End-Appeal, and other communications that advance the ACLU's mission and visibility to donors.

- Create and implement 12-18 month strategies for identification/qualification through solicitation and stewardship.
- Manage effective systems of data entry and donor records, donor recognition, and tracking of all fund raising.
- Prepare regular fundraising and department activity reports for the ACLU of Idaho board and staff; attend board meetings at the Executive Director's request.
- Engage in face-to-face solicitations with major gift prospects, both directly and in partnership with the Executive Director and program staff.
- Collaborate with the ACLU national development team to pursue key individuals for leadership and planned gifts.
- Maintain active familiarity with the ACLU's programs and positions; represent the ACLU of Idaho in public gatherings as needed.
- Participate in national development trainings as needed.

QUALIFICATIONS:

- Demonstrated commitment to the goals of the ACLU and advancement of civil liberties;
- At least 3-5 years of experience managing a complex, nonprofit development program and a proven track record of soliciting, closing, and stewarding major leadership gifts, planned giving, and grant writing;
- At least 3 years of experience in soliciting major gifts, including asks at the \$10,000+ level, preferably as a major gifts officer or development director;
- Demonstrated experience developing long-term cultivation and solicitation strategies for high-level prospects and donors;
- Broad understanding of multi-faceted campaign planning, implementation, and management;
- Superb leadership, interpersonal, oral, and written communication and presentation skills; demonstrated ability to communicate effectively, comfortably, and respectfully with donors, staff, and lay leaders, as demonstrated by the ability to synthesize and present complex themes and activities in a digestible and compelling way, whether in conversation or in print;
- Ability to work well with people and as a part of a team in a collaborative environment;
- Demonstrated ability to juggle and prioritize many concurrent tasks at once, manage a high-volume workload, pay extremely close attention to detail, adapt quickly to changing organizational priorities, and meet moving deadlines;
- Experience and comfort with donor database management and systems to track donor history, interests, and activity;
- A commitment to equity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, gender identity, sexual

orientation, religion, ability, and socio-economic circumstance, and ability to work with diverse individuals within the organization and broader community;

- Ability to travel as well as the flexibility to work as needed to accomplish the organization's fundraising goals;
- Flexibility and a willingness to take on new tasks as the responsibilities of the position evolve;
- A confident and professional work style and the ability to work independently and to exercise good judgment; a strong sense of humor and a faculty for handling stressful situations with grace and maturity is a must;
- Knowledge of budgeting and financial management principles;
- Proficiency with Microsoft Office Suite.

COMPENSATION

Salary based on experience and qualifications. The ACLU of Idaho offers a generous benefits package that includes: vision, health, dental, life/disability insurance, 401(k), family leave, paid sick leave and vacation.

TO APPLY

Please compile the following information (combine these materials into a single PDF file if possible):

- Letter of interest
- Resume
- A personal statement, no more than one page, explaining how your background and experience prepare you for this job, and the vision you have for leading the organization's development program.

Applicants who are given an interview may be asked to provide references or asked to have their references submit feedback to prompted questions.

Applications will be reviewed as received. Candidates are encouraged to apply as soon as possible, the deadline for applications is **November 30, 2018, 5pm Mountain time.**

Complete applications should be emailed to lmorales@acluidaho.org with a subject line of "Director of Philanthropy." Application materials may be mailed to PO Box 1897, Boise, ID 83701, and shall be received by the deadline.

NO PHONE CALLS, PLEASE.