

**JOB TITLE:** Development Director  
**REPORTS TO:** Executive Director  
**DEPARTMENT:** Development  
**FLSA STATUS:** Exempt  
**LOCATION:** Columbus, Ohio  
**DATE:** November 1, 2017

**ABOUT THE ACLU of OHIO:** Founded in 1920, the American Civil Liberties Union has more than 2 million members in all 50 states, making it our country's foremost advocate of individual rights. The ACLU of Ohio, an affiliate of national ACLU, has more than 75,000 members and supporters statewide. Through advocacy, education, litigation, and lobbying the ACLU seeks to preserve civil liberties and expand civil rights for each new generation.

**POSITION SUMMARY:** The Development Director is a full-time member of the Ohio affiliate's executive team. The Development Director is responsible for planning, supervising, and executing fundraising programs and leading the progression and expansion of the organization's fundraising strategies. The Development Director works closely with the ACLU of Ohio board and staff and oversees and evaluates the development team, including a major gifts officer, development manager, and program associate. The Development Director also collaborates with the ACLU national development team and has access to resources and support indicative of an organization with a national reach and long history of excellence. The Development Director works closely with and is supervised by the Executive Director.

#### **RESPONSIBILITIES:**

##### **Lead the strategic solicitations and management of donor relationships with the organization's most committed supporters**

- Oversee the development of a comprehensive annual fundraising plan that identifies specific fundraising goals, timelines, and targets for proposals, appeals, and campaigns.
- Manage the creation of strategies to cultivate, solicit, retain, and increase the number of existing donors who regularly make gifts, especially at major-donor levels.
- Ensure that new donor prospects are identified and thoroughly researched with the goal of expanding the major donor pool.
- Manage special fundraising campaigns for the ACLU.

##### **Participate in the organization's overall management, providing leadership to fellow staff members and the board of directors to reach annual and long-range goals**

- Participate actively in decisions made to further the strategic goals set forth by the organization, specifically considering development's role in integrated advocacy.
- Lead the development staff as a unified and coordinated team focused on increasing revenue across various sources to create a diverse, robust funding profile for the organization.
- Oversee the execution of the affiliate's major gifts program and development of complementary fundraising and donor cultivation strategies.
- Actively participate in the strategic planning, budget development, and internal processes.
- Provide leadership to, and collaborate with, affiliate and national development staff, program staff, the board of directors, and volunteers to reach annual and long-range fundraising goals.

##### **Oversee the development and coordination of a foundation grants strategy**

- Work with staff to prepare grant applications.
- Oversee prospect research.
- Oversee the development of tracking and reporting systems and proposal submissions.
- Cultivate relationships with foundations.

### **Oversee the development and coordination of a comprehensive planned giving program**

- Lead the development staff in pursuing strategies to expand membership in planned giving programs.
- Steward members of the planned giving program.
- Market planned giving opportunities to ACLU supporters.

### **Coordinate with ACLU national and local marketing and public relations efforts**

#### **MINIMUM QUALIFICATIONS:**

- Longtime experience and demonstrated knowledge of fundraising fundamentals, including design and development of annual fund efforts, major gift programs, planned giving, and experience with comprehensive campaign management.
- Excellent interpersonal, oral, and written communication and presentation skills. Demonstrated ability to simplify complex programs and activities into short, compelling presentations, both written and oral.
- Ability to build and manage high-performing teams to meet challenging goals.
- Strong organizational and problem-solving skills, ability to prioritize and manage multiple projects simultaneously and to meet deadlines.
- Experience utilizing donor databases such as Raiser's Edge.
- Demonstrated commitment to civil liberties and social justice is required.
- B.A. degree required. Graduate-level degree is preferred.

#### **ADDITIONAL DESIRABLE QUALIFICATIONS:**

- Ability to gracefully exact excellence of others; persuasiveness and perseverance in attaining goals.
- Proven competence in developing long-term plans, setting objectives, and tracking progress towards achieving objectives.

#### **ESSENTIAL FUNCTIONS:**

- Communicating effectively with people in person, and via telephone, text and email.
- Comfortable speaking publicly.
- Ability to drive, and have complete access to, a car.
- Ability to travel statewide in Ohio.
- Ability to work beyond 40 hours per week to accommodate a demanding schedule.
- Ability to attend regular evening and weekend meetings and events, including occasional overnight travel.