AMERICAN CIVIL LIBERTIES UNION
Ohio

JOB TITLE: Donor Relations Strategist
EXPERIENCE: Early career
REPORTS TO: Chief Donor Relations Officer
DEPARTMENT: Public and Donor Relations
FLSA STATUS: Exempt
LOCATION: Ohio
DATE: February 2026

The ACLU of Ohio utilizes integrated advocacy that cuts across litigation, policy analysis and advocacy, lobbying, community organizing, and public education. The ACLU of Ohio seeks to preserve civil liberties and advance civil rights for each new generation. The ACLU of Ohio's Public and Donor Relations Department speaks with a unified voice to attract, influence, and inspire people to invest in our mission and trust the ACLU brand. We build the ACLU's power by strategically organizing people, information, and money.

POSITION SUMMARY:
Proactively cultivate, solicit and steward individual donors and foundations, to maintain and increase funding ensuring the organization's sustainability and growth. Assist with donor database hygiene and writing donor outreach pieces and grants. Work closely with the Chief Donor Relations Officer on implementing fundraising strategies. The position is important to the progression and expansion of the organization's comprehensive giving program and is responsible for meeting key metrics including dollars raised and number of meaningful contacts. Actively engage within the community, to further the ACLU of Ohio's mission.

ANNUAL SALARY: $57,941. Salary is non-negotiable.

Compensation: Total compensation package includes generous health insurance benefits (including dental, vision, and hearing); new hires receive four (4) weeks of paid time off, accrued at approximately thirteen (13) hours per month; and fourteen (14) paid federal holidays. All ACLU of Ohio employees are required to work and be permanent full-time residents in the State of Ohio for the duration of employment with the organization.

PRIMARY RESPONSIBILITIES:

Individual Giving

- Develop and deepen relationships with a portfolio of donors and prospects through the giving cycle
- Create customized solicitation and stewardship strategies to acquire, retain and upgrade individual donors, aligned to individual donor's interests and programmatic priorities
- Research and prioritize new prospects through tools including IRS documentation, and various databases, in collaboration with National ACLU's research team
- Conduct comprehensive, multi-touch qualification of identified prospects, including outreach over multiple channels and several months
- Track the performance and engagement of assigned prospects and portfolio donors

Donor Communications

- Write development outreach pieces, including donor acknowledgement letters, print communications, email updates, event invitations, and donor cultivation pieces
- Compose grant proposals and reports as assigned by the Chief Donor Relations Officer
- Communicate with donors by phone regularly
- Respond to donor inquiries by phone and email

Data Management

- Record donor interactions and outreach in the donor database
- Create and mail donation acknowledgement letters
- Assist the Donor Relations Operations Strategist with data hygiene projects
- Update the grant tracking document for the cross-department grants team

Culture of Philanthropy and Community Engagement

- Work in collaboration with colleagues to foster an organizational culture of philanthropy
- Guided by the strategic goals set forth by the organization, participate fully in department planning and collaboration across teams
- Assist in organizing special events and participate in community speaking engagements to further the mission of the ACLU of Ohio
- Manage volunteer efforts for the Donor Relations team

MINIMUM QUALIFICATIONS:

- Minimum of two years of experience in nonprofit fundraising with progressive responsibility and a proven track record of soliciting, closing, and stewarding gifts of $2,500+, as well as multi-year major commitments and planned gifts.
- Effective interpersonal, oral, and written communication and presentation skills. Demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece.
- Proven ability to prioritize and manage multiple projects simultaneously and to meet deadlines
- Experience utilizing donor databases such as Salesforce, BBCRM, DonorPerfect.
- Commitment to civil liberties and equality for all
- Desire and ability to work with individuals of diverse identities, perspectives, and viewpoints, both within the ACLU of Ohio and in the broader communities and coalitions with whom we interact by consistently centering equity, diversity, inclusion, and belonging.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- More than two years of experience in nonprofit fundraising, with progressive responsibility and a proven track record of soliciting, closing, and stewarding gifts of $5,000+, as well as multi-year major commitments and planned gifts.
- Proven experience converting new donors/prospects into major donors

- Ability to gracefully exact excellence of others; persuasiveness and perseverance in attaining goals
- Ability to develop long-term plans, set objectives, and track progress towards achieving objectives

ESSENTIAL FUNCTIONS:

- 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
- Communicating effectively with people in person, and via telephone, fax, and email
- Comfortable speaking publicly

NON-ESSENTIAL FUNCTIONS:

- Lifting and carrying 25 pounds

OTHER

- History of incarceration is not a bar to consideration for the position.
- The ACLU of Ohio is committed to ensuring the health and safety of our team members. All employees must be fully vaccinated and boosted for COVID-19. Verification of COVID-19 vaccination, or progress toward vaccination, is required prior to the start of employment.

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages 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, veteran status and record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, people of color; lesbian, gay, bisexual, transgender, queer, and intersex people; women; people with disabilities, protected veterans, and formerly incarcerated individuals are all strongly encouraged to apply.