



JOB TITLE: Development Director
REPORTS TO: Executive Director
DEPARTMENT: Development
FLSA STATUS: Exempt
EXPERIENCE: Director
LOCATION: Columbus or Cleveland
DATE: November 2021

POSITION SUMMARY

The Development Director is a full-time member of the Ohio affiliate's executive leadership 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 two regional development officers and a development data strategist. 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.

SALARY/COMPENSATION

Salary Range: \$72,000 - \$95,000

Compensation: Salary offer shall be determined by depth and breadth of successful candidate's knowledge and experience. Total compensation package includes generous health insurance benefits (including dental, vision, and hearing); new hires at the Director experience level receive five (5) weeks of paid time off, accrued at approximately thirteen (13) hours per month; and ten (10) paid federal holidays.

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.
- Identify and create strategies to expand, recruit, retain, and quantifiably grow base of donors – at all levels including major donors – who identify as Black, Indigenous, or Persons of Color.
- 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.
- Provide support and guidance to the Executive Director, Deputy Director, and other members of the Leadership Team who carry major donor/funder portfolios, relationships, and responsibilities.
- 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.
- Maintain a culture of philanthropy and cultivation among the entire staff and board.
- 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 pursue and 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

- Partner with ACLU national development team in cultivating, soliciting and stewarding 6+ figure gifts.
- Coordinate the assignment and review of donors on portfolios.
- Engage with community organizations to raise awareness of the ACLU of Ohio.

MINIMUM QUALIFICATIONS

- No less than 5 years of development or complementary 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.
- 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.
- Demonstrated professional, persuasive, and effective interpersonal, oral, and written communication and presentation skills. Identifiable 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.

- Demonstrated 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 or Salesforce.
- Demonstrated commitment to civil liberties and racial and social justice.
- Bachelor's and graduate-level degrees preferred.

ESSENTIAL FUNCTIONS

- Communicating effectively with people in person, and via electronic platforms – video conference, telephone, text and email.
- Public speaking and relationship-building skills.
- Ability to drive, and have unencumbered access to a vehicle.
- Ability to frequently travel statewide in Ohio.
- Ability to occasionally travel outside of the State of Ohio.
- Ability to work beyond 40 hours per week to accommodate a demanding schedule.
- Ability to attend occasional evening and weekend meetings and events, including periodic overnight travel within and beyond Ohio.