



JOB TITLE	Development Officer
REPORTS TO	Development Director
DEPARTMENT	Development
FLSA STATUS	Exempt
EXPERIENCE	Early to Mid-level
LOCATION	Cleveland
DATE	May 2022

POSITION SUMMARY

Energetic, ambitious, proactive cultivation of social justice warriors. The ACLU of Ohio's Development Department is a dynamic team of fundraising champions laser focused on identifying, soliciting, and stewarding the financial gifts that power our ongoing fight to secure, protect, and expand Ohioans' civil liberties, civil rights, and racial justice.

We are expanding our team with a fearless fundraiser capable of genuinely connecting comfortably with individuals, foundations, and corporations. The development professional who joins our team will work closely with our Development Director in planning and implementing fundraising strategies – with a clear understanding that *this* is the work that ensures the ACLU of Ohio's long-term sustainability and growth. Our next Development Officer wields the skills to proficiently navigate Northeast Ohio's fundraising landscape by maintaining and increasing the generous donations that will propel our organization decades into the future. They will meaningfully assist our entire Development Department in crafting a comprehensive, broad-based, diverse, and inclusive giving program. Our Cleveland-based Development Officer will accomplish this by consistently and effortlessly hitting key metrics, including dollars raised and number of meaningful contacts made. Equally as important, the successful candidate will achieve each of these standards while enthusiastically and actively engaging with our community to further the ACLU of Ohio's mission.

SALARY/COMPENSATION

Salary Range: \$49,500 - \$52,500

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 receive four (4) weeks of paid time off, accrued at approximately thirteen (13) hours per month; and eleven (11) paid federal holidays.

RESPONSIBILITIES

Manage a portfolio of individual donors, grantmaking entities, and prospects (individual and entity) through the giving cycle, from qualification and identification through engagement, solicitation, gift closure and stewardship

- Develop and deepen relationships with portfolio of donors and grantmakers in support of the organization's mission and strategic goals
- Develop customized solicitation strategies; acquire, retain, and upgrade individual donors through meeting or exceeding established metrics and goals
- Effectively collaborate with the Development Director to implement organization's comprehensive development plan including major gifts and planned giving programs
- Grant Management: tracking proposal due dates and reporting schedules

Assist in establishing and fostering an organizational-wide culture of philanthropy

- 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
- Guided by the strategic goals set forth by the organization, participate fully in department planning and leadership, specifically considering development's role in integrated advocacy and equity, diversity, inclusion, and belonging standards
- Work with colleagues across all departments to develop customized solicitation and stewardship materials aligned to donor interests and programmatic priorities

Donor prospecting and research

- Conduct biographical and financial research on individuals, corporations, and foundations; research wealth and financial capacity, charitable interests, willingness to give, then integrate data gathered from various online and electronic sources into standardized reports
- Assess capacity, interest, philanthropy, and relationships to identify and qualify new prospective donors and assess opportunities with existing donors and funding entities
- Utilize database to search and identify underdeveloped or overlooked donors
- Manage and maintain portfolio reports, dashboards, tracking systems and lists to monitor fundraising performance, prospect analysis, and portfolio upkeep (including assigning and monitoring engagement and cultivation tasks)
- Provide pertinent, accurate, frequent prospect briefings and verifiable information for use by fundraisers and executives by deadlines provided and as requested

Actively engage within the community to help further the ACLU of Ohio's mission

- Recruit and manage volunteers to carry out routine development tasks as needed
- Establish and cultivate collaborative relationships with community partners, coalitions, and stakeholders that support and engage in the ACLU of Ohio's work
- Organize, lead, and participate in community education events, fundraising events and meetings in an effort to further the mission of the ACLU of Ohio

MINIMUM QUALIFICATIONS

- Experience in nonprofit fundraising, sales, organizing, or relationship management with progressive responsibility
- Demonstrated ability to effectively communicate desired information or message to the media, stakeholders, and the public, including synthesizing complex issues and conversationally speaking about them to diverse audiences
- Demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece
- Proven ability to successfully manage multiple tasks with competing deadlines; ability to prioritize multiple projects and deadlines simultaneously
- 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
- Demonstrated commitment to civil liberties, civil rights, and racial and social justice

DESIRABLE QUALIFICATIONS

- Proven experience converting new donors/prospects into major donors,
- Proven track record of soliciting, closing, and stewarding gifts of \$1,500+
- Experience utilizing donor databases such as Salesforce
- 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 vehicle
- Ability to travel statewide in Ohio
- Ability to work beyond 40 hours per week when needed
- Ability to attend evening and weekend meetings and events on occasion

NON-ESSENTIAL FUNCTIONS

- Lifting and carrying 25 pounds

OTHER

- The ACLU of Ohio has adopted a hybrid in-office/remote work model where team members have the option to alternate between working in-office or remotely. Reliable access to high-speed internet and a mobile phone are requirements for employment. Employment-related internet and mobile phone usage expenses are reimbursed monthly.
- A college degree is not required; an eagerness to learn is.
- 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.