

Job Opportunity: MAJOR GIFTS OFFICER

The American Civil Liberties Union of North Carolina Legal Foundation (ACLU-NCLF) seeks experienced applicants for the position of Major Gifts Officer to work out of our office in Raleigh. The ACLU of North Carolina is the state affiliate of the national American Civil Liberties Union, and the ACLU-NCLF is our 501(c)(3) arm that conducts our legal and educational work. For more information about the work of the ACLU-NCLF, visit our website at <http://www.acluofnorthcarolina.org/>

Position Overview

The ACLU-NCLF is seeking a Major Gifts Officer, a fulltime senior staff position reporting to the Executive Director, to coordinate programs that raise funds for the ACLU-NCLF's annual budget and that strengthen the relationships between the ACLU-NCLF and its supporters. Working closely with the Executive Director, the Major Gifts Officer is responsible for planning, supervising and executing the organization's major gifts and planned giving programs and developing complementary fundraising and donor cultivation strategies. The Major Gifts Officer collaborates with the Executive Director, Development Committee, and the Board to reach our annual and long-range goals.

Responsibilities

Major Gifts Program: Identify, develop and implement strategies for the cultivation of major donors; train Board members and others for solicitations; identify new major donor prospects and maintain confidential records on current donors; facilitate solicitations for the Executive Director and Board leadership; create and carry out strategies to personally cultivate and solicit major donors; develop and coordinate an annual comprehensive work plan that will include specific fundraising goals and targets for proposals, appeals and campaigns with the Executive Director; work with the national office in coordinating production of appeals; prepare reports.

Planned giving: In coordination with the national ACLU Planned Giving Department, pursue strategies to expand membership in planned giving programs and cultivate existing members; market planned giving opportunities to ACLU supporters.

Gift Recording & Acknowledgement: Record all prospect action and activities in the donor database within a timely manner; responsible for personalizing acknowledgements for major gifts and/or donors.

General staff leadership responsibilities: Attend ACLU-NCLF functions, such as the annual membership meeting, quarterly Board meetings and other ACLU events; assist the Executive Director in maintaining a strong team spirit within the office.

These are not all-inclusive, but these are the priorities set by the Board of Directors and the Executive Director.

Qualifications

- Firm commitment to the mission and principles of the ACLU.
- Bachelor's degree and/or equivalent combination of education and experience.
- Three or more years of demonstrated experience in nonprofit fundraising focusing on individual major gifts, particularly in advocacy or community-based organizations. CFRE accreditation desirable.
- Successful track record of identifying, cultivating, and soliciting individual major donors.

- Comprehensive understanding of nonprofit resource development and the methods of fundraising.
- Broad understanding of multi-faceted campaign planning, implementation and management.
- Demonstrated leadership skills; experience in successfully directing volunteers.
- Strong interpersonal skills and confidence making donor contacts.
- Excellent written and verbal communication skills with experience developing successful written donor communications and marketing materials.
- Superb organization skills; detail-oriented with strong follow-through and the ability to meet tight deadlines.
- Computer proficiency, including list/database management.
- Creative, result-oriented, self-starting, willing to learn, can handle and prioritize multiple activities and responsibilities.
- Some travel required, both in-state and out-of-state.

Compensation

- Salary is commensurate with similarly situated nonprofit advocacy organizations, depending on experience and qualifications.
- Excellent benefits include: paid vacation and sick leave, health and dental insurance, life and disability coverage, 401(k).

How to apply

Applications should include a cover letter, resume, writing sample (no more than 5 pages), and list of at least three professional references, including contact information for each. Submit applications to:

Jennifer Rudinger, Executive Director
 ACLU of North Carolina Legal Foundation
 P.O. Box 28004
 Raleigh, NC 27611-8004

Applications will be reviewed on a rolling basis until the position is filled.

The ACLU-NCLF is an equal opportunity/affirmative action employer. We encourage applications from all interested persons, including people of color, persons with disabilities, and LGBTQ persons.