



Development Operations Coordinator

For nearly 100 years, the ACLU has been at the forefront of every major civil liberties fight in our country's history. Whether it's reducing the prison and jail population, achieving full equality for the LGBTQ community, reducing immigration detention, fighting for Flint children and families poisoned by lead because of disastrous decisions by government leaders, or ending unjust laws that strip people of their fundamental right to vote, we take up the toughest civil liberties issues to defend all individuals from government abuse and overreach. With ACLU affiliate offices in all 50 states, Washington, D.C., and Puerto Rico, we fight tirelessly to defend our rights in the courts, influence public policy and empower communities to advance rights for all. The ACLU of Michigan, founded in 1959, is a nonprofit, nonpartisan, public interest organization dedicated to the defense and expansion of civil liberties and civil rights in Michigan. We are a passionate, highly motivated group of 35 lawyers, public policy experts, lobbyists, community organizers, communicators and fundraisers, and we're looking for exceptional talent to join our team.

The ACLU is deeply committed to racial equity and social justice and is driven to act on these core values. Applicants must be able to recognize ways our identities intersect and play out in the work, especially with communities we serve, and must demonstrate the cultural competency to work with a diverse team as well as with historically marginalized communities.

The ACLU-MI Development Department seeks to secure the financial resources necessary to support the ACLU-MI's mission, strategic plan, and work plan. We engage and partner with our members as well as individual and institutional philanthropists. We are a results- and values-driven team with professional and committed members who respect each other and our donor-partners. We are committed to self-inquiry in developing equitable fundraising practices, donor diversity, and applying the principles of Community-Centric Fundraising.

POSITION DESCRIPTION

The ACLU-MI seeks a full-time position of Development Operations Coordinator. The ideal candidate is a critical thinker and strong project manager who is adept at and passionate about using data and systems to drive decisions. The Development Operations Coordinator is responsible for the operational functions of the development department and supports the fundraising efforts of the organization by increasing efficiency and accountability. Specifically, the Development Operations Coordinator facilitates the maintenance and use of the centralized donor database, works in collaboration with the administrative assistant to ensure timely donor thanking and gift processing, supports research efforts, and plays a key role in revenue management and planning. This role also serves as the project manager for departmental systems development and management as well as for special projects including mailings, small events, and planning. This person has excellent project and peer management skills; has strong

organizational, customer service, and communication skills; and can work independently as well as on a team.

PRIMARY RESPONSIBILITIES:

Data Oversight and Analysis:

- Manage the donor database to ensure complete recordkeeping and database hygiene.
- Ensure data integrity and accurate constituent records.
- Prepare regular reports that measure development department progress toward goals.
- Research key donor prospects to assist with growing the development program.
- Work in concert with the finance team to ensure accounting reconciliation.

Program Tracking and Systems Management:

- Provide vital support to the Major Gifts program by ensuring tracking toward quarterly and annual goals.
- Assist with portfolio creation and maintenance.
- Assist with grant documentation and reporting requirements.

Administration of Donor Stewardship

- Work in concert with the administrative assistant to ensure donor retention through weekly gift processing and acknowledgements.
- Manage all stewardship, event, and solicitation mailings.
- Execute special projects for the department including producing giving summaries for major donors and monthly gift club members.
- Manage development department portion of special events.

QUALIFICATIONS:

- Experience leading analysis through databases, preferably relational databases such as Salesforce or Blackbaud Raiser's Edge.
- Demonstrated ability to manage projects to completion, and cross manage peers and supervisors against project deadlines and initiatives.
- Expresses oneself clearly and effectively in verbal and written communication.
- Must be able to execute their work, including data-entry, with accuracy.
- Demonstrated commitment to civil liberties and civil rights; embraces a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation and gender identity, religion, ability and socio-economic circumstance, and lived experience.
- Ability to work flexible hours when necessary to meet specific project goals.
- Excellent computer skills, including Microsoft Windows, Word, Outlook and Excel

PERSONAL CHARACTERISTICS:

- A flexible, detail-oriented self-starter who is willing to assume additional duties as appropriate;
- A team worker who enjoys working collaboratively with others but is also able to provide leadership;
- Ability to manage multiple projects in a busy office environment;
- Ability to work with minimal supervision and to meet deadlines;

- A person who is curious, detail-oriented, and well-organized;
- Ability to communicate and work effectively with stakeholders.

SUPERVISION:

The Development Operations Coordinator reports to the Deputy Director of Philanthropy.

COMPENSATION AND BENEFITS

This is a full-time position based in Detroit. Salary range is \$55,000-60,000 depending upon experience. Excellent benefits including health, vision, and dental insurance and a 401(k) plan with matching contributions, and an employee assistance program. The ACLU also facilitates a wide range of nationwide employee resource groups including but not limited to groups for people of color in philanthropy, caregivers, people with disabilities, and others.

Application Procedure

Along with your resume, please email a cover letter that: 1) Describes your interest in this position; 2) The ways in which you satisfy the qualifications specified above, and 3) How you learned of this position.

Application emails should be sent to PhilanthropyJob@aclumich.org. Please include "Development Operations Coordinator Job" and your name in the subject line of the email. Application review will begin on May 21, 2021. The position will remain open until filled. Interviews will be conducted by phone and videoconference until such time that the ACLU of Michigan determines that staff can return from remote work. Accommodations will happily be made to adjust to restricted internet, computer or technology access. Likewise, interview logistics can be adjusted to suit candidates' time constraints during the pandemic.

The ACLU of Michigan is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please e-mail PhilanthropyJob@aclumich.org. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

The ACLU of Michigan 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, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status, record of arrest or conviction and any other characteristic protected by applicable law.

"ACLU of Michigan," as used in this job description, refers collectively to two separate corporate entities, the ACLU of Michigan and the ACLU Fund of Michigan. The two entities share the same mission, office space, and employees. The job posting refers collectively to the two organizations under the name "ACLU of Michigan".