



Development Operations Coordinator

For over 100 years, the ACLU has been at the forefront of all major civil liberties fights in our country's history. Whether it's reducing the prison and jail population, achieving full equality for the LGBTQ community, reducing immigration detention, 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 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 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 and applying the principles of Community-Centric Fundraising.

POSITION DESCRIPTION

The ACLU-MI seeks a full-time Development Operations Coordinator to support a major gift program focused on growth. The ideal candidate is a critical thinker who is adept at and passionate about using data and systems to drive decisions; is an inquisitive learner with an aptitude for data analysis; and has an excellent attention to detail. 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, accuracy, and accountability. Specifically, the Development Operations Coordinator facilitates the maintenance and use of the centralized donor database, processes donations and produces timely donor acknowledgements, supports prospect 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 strategic data review. Strong candidates will have excellent project and peer management skills; strong organizational, customer service, and communication skills; can work independently as well as on a team; simultaneously manage short- and long-term projects; and have a highly proactive approach to team and program growth.

PRIMARY RESPONSIBILITIES:

Data Oversight and Analysis:

- Manage the donor database to ensure complete recordkeeping and database hygiene.
- Ensure data integrity and accurate constituent records.
- Research key donor prospects to assist with growing the development program.
- Work in collaboration with the finance team to ensure accounting reconciliation.

Program Tracking and Systems Management:

- Prepare regular reports that measure the development department's progress toward quarterly and annual goals.
- Assist with portfolio creation and maintenance.
- Maintain and track foundation grant documentation and reporting requirements.
- Identify and implement best practices, including updates to department procedures manual
- Serve as point person between national ACLU Development and the affiliate

Administration of Donor Stewardship

- Ensure donor retention through weekly gift processing and acknowledgments.
- Manage all departmental mailings, including stewardship solicitation mailings.
- Execute special projects for the department including producing giving summaries for major donors and monthly gift club members.
- Respond to supporter inquiries by mail, email, and phone

QUALIFICATIONS:

- Professional experience working in non-profit Development or transferable experience
- Demonstrated experience developing and leading analysis through relational databases and business intelligence tools, such as Salesforce and Blackbaud
- Advanced MS Excel skills in cleaning and analyzing large data sets, using in-built tools such as sort, filter, lookup, etc. and building custom reports. Data visualization and Tableau skills are a plus.
- Demonstrated ability to manage projects to completion often simultaneously, and cross-manage peers and supervisors against project deadlines and initiatives.
- Expresses oneself clearly and effectively in verbal and written communication.
- 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.

SUPERVISION:

The Development Operations Coordinator reports to the Donor Relations Officer.

COMPENSATION AND BENEFITS

This is a full-time, hybrid position that may be based in Detroit, Grand Rapids, or Lansing offices. Staff are required to work in-office one to two days per week. The Development team meets in person at least once per month. The ACLU of Michigan is committed to equity, transparency, and clarity in pay. Consistent with our compensation philosophy, there is a set salary for each role. The annual salary for this position is \$65,000. 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, early career staff, and others.

Application Procedure

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

Application emails should be sent to openpositions@aclumich.org. Applicants must include “Development Operations Coordinator Job” and your name in the subject line of the email.

- Application review begins: April 16
- First round interviews (by video conference): April 21 – April 25
- Second round interviews (in person or by video if in an out-state area): May 12 – May 16
- Reference check: May 19 – May 23
- Finalist meeting with Executive Director: May 27 – May 30
- Offer extension: June 2
- Start date: Preferably no later than June 30

The position will remain open until it is filled. Interviews will be conducted by videoconference and in person. 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.

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 openpositions@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”.

