



## **American Civil Liberties Fund of Michigan – Deputy Director of Philanthropy**

If you are passionate about protecting the rights of all Michiganders, there has never been a more exciting time to pursue a career at the ACLU, the nation's foremost defender of civil liberties and civil rights. As we look toward our 100th anniversary in 2020, we are taking our organization to the next level by expanding our fundraising operation, bolstering infrastructure, amplifying public engagement, strengthening our legal firepower, and building the powerful integrated advocacy tools necessary to continue to fight new threats to freedom head-on—and win.

The ACLU of Michigan is the state's premiere civil liberties and civil rights organization. Founded in 1958 as the Michigan affiliate of the American Civil Liberties Union, is a strong, growing organization with a staff of 35 and more than 30,000 members, supporters, and activists across the state. We are a passionate, highly motivated group of community leaders and organizers, coalition-builders, fundraisers, lawyers, public policy and legislative advocacy experts, and we are looking for exceptional talent to join our Development team.

### **POSITION DESCRIPTION**

This role of Deputy Director of Philanthropy is an exciting opportunity to bring your Development chops and passion for social justice to use in the era of Trump and beyond. As a senior member of the 4.5 FTE Development team with two direct reports, the Deputy Director of Philanthropy (DDP) participates in overall department leadership and goal setting under the direction of the Director of Philanthropy. In addition to helping to run the department, the DDP manages the ACLU's 100<sup>th</sup> anniversary marketing and growth effort.

**This position is ideal for someone with broad Development experience and current knowledge of best practices in development operations and systems; program evaluation; relationship development, including cultivation, solicitation, and stewardship; donor strategy; direct mail; grant writing and reporting, and analytics. If you enjoy a wide range of responsibilities and are equally skilled in relationship development and behind-the-scenes operational work, this role is for you.**

The Deputy Director of Philanthropy is based in the Detroit office. The DDP will spend a portion of their time engaging donors in Metro Detroit, Ann Arbor, Grand Rapids, and the Traverse City area.

### **RESPONSIBILITIES:**

- Oversees all aspects of Development operation, including development of annual plan and projections, quarterly portfolio and progress reviews; grants management;
- Creates personalized proposals, case statements, and impact reports for donors and funders
- Maintains a fundraising portfolio of approximately 20 donors/foundations;
- Supervises Development Operations Coordinator in charge of gift processing and acknowledgements, and the donor database (Salesforce);
- Supervises Donor Relations Officer in charge of donor qualification and group stewardship, and direct mail;
- Provides support to the Director of Philanthropy and Executive Director, as determined.

### **REQUIRED QUALIFICATIONS:**

- Minimum of five or more years of experience in nonprofit fundraising, with progressive responsibility and a proven track record of achieving ambitious revenue targets; demonstrated experience in a broad range of development best

practices and disciplines including donor cultivation, solicitation, and stewardship; analytics and reporting; direct mail; grant writing; research;

- Two or more years of experience managing direct reports;
- Exemplary writing skills;
- Demonstrated commitment to civil rights and liberties.

#### **PERSONAL CHARACTERISTICS:**

- Exceptional interpersonal, oral, and written communication and presentation skills. Demonstrated ability to distill complex themes and activities into concise talking points, presentations and case statements;
- Exemplary people skills and a passion for helping the donor achieve their goals;
- Outstanding collaborative thought partner and leader who has comfort in playing both “out front” and “behind the scenes” roles;
- Personal initiative and a sense of humor. Friendly, outgoing & collaborative approach;
- A commitment to diversity; 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; experience working with a diverse donor pool a plus.

#### **COMPENSATION AND BENEFITS**

##### **Compensation:**

Salary is commensurate with experience. Excellent benefits including health insurance, a 401(k) plan, and an employee assistance program. This is a Band III position.

##### **Application Procedure**

Please submit, in digital form, a detailed letter of interest, resume, and contact information for three references to ACLU of Michigan Director of Philanthropy at [philanthropyjob@aclumich.org](mailto:philanthropyjob@aclumich.org) Include “Philanthropy Job” and your name in the subject line of the email.

Application review begins May 17, 2019. Position will remain open until filled.

The ACLU of Michigan is an equal opportunity/ affirmative action employer. Women, people of color, persons with disabilities, returning citizens, and lesbian, gay, immigrants, bisexual and transgender people are encouraged to apply.

The ACLU of Michigan comprises two separate corporate entities, the ACLU of Michigan and the ACLU of Fund of Michigan. The ACLU of Michigan and the ACLU Fund of Michigan share the same mission, office space, and employees. This job posting refers collectively to the two organizations under the name “ACLU of Michigan.”