

JOB OPPORTUNITY

Annual Fund Officer

The American Civil Liberties Union Foundation of Florida (ACLU-FL) is seeking an ambitious full-time Annual Fund Officer who will be based in the ACLU-FL's Miami headquarters. The Annual Fund Officer is a leader who works directly with the Development Director, other Development Department staff, other ACLU-FL staff, and volunteers to solicit annual gifts of \$1,000-\$10,000 through one-on-one, face-to-face solicitations and to execute other direct donor fundraising activities that include cultivation and stewardship.

The ACLU of Florida and the ACLU Foundation of Florida operate jointly as non-profit public interest organizations devoted to protecting civil rights and civil liberties. Its staff works in a fast-paced, friendly, team-oriented, and professional office environment.

PRIMARY RESPONSIBILITIES

Under supervision of the Development Director, and with a focus on donors who are likely to give \$1,000-\$10,000 annually, the Annual Fund Officer participates in all facets of planning, implementing, and evaluating the ACLU-FL's annual gifts program; identifying, qualifying, engaging, and growing a portfolio of four-figure annual gift donors; and planning and executing strategies to move donors and prospective donors into higher levels of giving over time.

The Annual Fund Officer:

- Solicits, cultivates, and stewards donors and prospective donors primarily through one-on-one, face-to-face meetings.
- Incorporates planned giving in all activities, working closely with other ACLU-FL staff and the National ACLU's Development Department.
- Staffs the development-related activities of three ACLU-FL senior staff members and a small number of volunteer solicitors. Activities include coaching, motivating, and managing these solicitors.
- Schedules donor and prospective donor meetings for self and others, including other ACLU-FL staff members, National ACLU staff members, and volunteers.
- Collects and maintains data on donors and prospects. (The ACLU-FL follows strict ethical guidelines pertaining to the collection and maintenance of information.)
- Researches current and prospective major donors.
- Prepares reports, training materials, personalized proposals, letters, emails, notes, and other documents.
- Assists in creating, planning, carrying out, and evaluating the ACLU-FL's development plan for the year.
- Performs other duties as assigned by the Development Director.

QUALIFICATIONS

- Demonstrates personal commitment to and enthusiasm for civil rights and civil liberties.

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- Maintains high ethical standards.
- Minimum of three years of demonstrated success in development-related activities, including at least one year of success in one-on-one, face-to-face donor solicitations.
- At least a Bachelor's degree.
- Demonstrated success in creating and sustaining professional individual relationships and networks in order to achieve shared goals.
- Ability to work well under pressure, prioritize work, seek and accept guidance, and meet deadlines.
- High degree of self-motivation, persistence, and organization, including the ability to work independently on assignments and projects.
- Superior interpersonal, verbal communication, and written communication skills.
- Superior attention to detail.
- Team oriented
- Personal enthusiasm, inquisitiveness, and creativity.
- Excellent office and computer skills, including database management, Word, Excel, Outlook, and internet research. Knowledge of fundraising software (Raiser's Edge and/or PIDI Donor Direct preferred; ACLU-FL uses PIDI Donor Direct).
- Commitment to diversity that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, and socio-economic circumstance.
- Ability and willingness to travel throughout Florida (especially South Florida) and to work occasional overtime and irregular hours (including some nights and weekends). Must have access to transportation and valid driver's license.
- Fluency in Spanish a plus, but not required.

COMPENSATION AND BENEFITS

Salary based on experience and qualifications. Benefits include health, dental, and life insurance plans, as well as ample vacation and sick leave policies.

APPLICATION PROCESS

Applications will be accepted until position is filled.

Jeff Vessels
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The ACLU-FL is an affirmative action/equal opportunity employer. Women, people of color, ethnic minorities, persons with disabilities, and lesbian, gay, bisexual and transgender people are encouraged to apply.