

**POSITION ANNOUNCEMENT:
DEVELOPMENT ASSOCIATE
ACLU of IOWA**

The American Civil Liberties Union of Iowa (ACLU of Iowa) seeks a Development Associate to support and enhance the organization's development efforts. Under the direction and supervision of the Development Director, this position will provide research, data, technology, donor engagement, and administrative support to ensure that the development department is functioning at its highest capacity as the ACLU of Iowa works to preserve and advance civil rights and liberties in Iowa and across the country. This is a full-time, non-exempt position. Limited travel and occasional evening and weekend work may be required.

RESPONSIBILITIES:

Donor Engagement (40%)

- Manage and solicit a portfolio of donors and prospects with the capacity to make gifts of \$1,000+, primarily through phone and digital strategies, with limited in-person solicitation
- Regularly review donation commitments with development leadership to ensure fulfillment
- Assist with events to cultivate and engage ACLU supporters, including soliciting event sponsorships

Perform data and technology tasks to support fundraising and constituent outreach (40%)

- Serve as the primary manager of the organization's donor database
- Gift processing, including gift entry and acknowledgement
- Maintain accurate records of all donations, online, in-kind and third party gifts, sponsorships, and foundation grants
- Reconcile gift entry quarterly and serve as the primary contact during the annual National ACLU reconciliation process
- Support the development director and executive director in developing and generating financial activity, analytical, and management reports
- Provide reports, queries, and data upon request for all departments, primarily development
- Perform routine data entry updates and projects
- Review data entry projects performed by staff and volunteers

Research, gather, and analyze donor prospect information (20%)

- Research individuals, corporations, and foundations, using online proprietary donor management systems, subscription databases, and other resources, including public and government websites
- Proactively engage the Development Director and Executive Director in prospect identification and qualification
- Analyze data and synthesize results to assess financial capacity, philanthropic tendencies, giving propensity, linkages to the ACLU/ACLU of Iowa, and other information to aid in the development process
- Provide research-based counsel to the Development Director and Executive Director regarding strategy, cultivation, solicitation, and stewardship
- Create detailed biographical information on prospective donors for fundraising calls

MINIMUM QUALIFICATIONS:

- Firm commitment to civil liberties and equality for all
- Inquisitive, data-driven, and eager to take on challenges and solve puzzles
- Excellent interpersonal, oral, and written communication and presentation skills
- Strong organizational skills, ability to prioritize and manage multiple projects simultaneously and to meet deadlines
- Self-motivated and detail-oriented with a strong work ethic
- Dependability, flexibility, and ability to maintain confidentiality
- Excellent research skills
- Proficiency in Microsoft Office
- Experience with donor database software preferred

COMPENSATION:

\$42,000 - \$50,000, based on experience, with excellent benefits including generous vacation and sick leave; individual/family employer-provided health insurance; life insurance and long-term disability; defined retirement contribution plan with employer match; and 10 paid holidays.

APPLICATION PROCEDURE:

Submit a letter of interest, resume, and three professional references (identifying their relationship to you and including their email address and phone number) to development@aclu-ia.org. Please put "Development Associate" in the subject line of your email.

DEADLINE:

Applicants will be reviewed beginning January 2021 and will be accepted until the position is filled. The job announcement will remain posted on our website, www.aclu-ia.org, until the position is filled. When the position is filled, the announcement will be removed from the website.

ABOUT THE ACLU OF IOWA

The ACLU of Iowa, the statewide affiliate of the national ACLU, is located in downtown Des Moines. It is a nonprofit, nonpartisan public interest organization that defends civil liberties and civil rights through litigation, legislative advocacy, and public education in areas including but not limited to voting rights, racial and criminal justice, immigrants' rights, free speech, reproductive freedom, LGBT rights and privacy rights.

The ACLU of Iowa is an Equal Opportunity Employer. Our goal is to be a diverse workforce at all job levels, and we are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We encourage immigrants, people of color, indigenous people, LGBTQ+ people, people with disabilities, women, formerly incarcerated people, and members of any other group that may experience adversity in hiring to apply. You are encouraged to self-identify in the application materials.