



Development Associate
American Civil Liberties Union of Missouri Foundation
Location: St. Louis, Missouri

Be Part of a Pivotal Moment in History

The American Civil Liberties Union of Missouri Foundation, Inc., "ACLU-MO" is hiring our next ***Development Associate*** – a nonprofit development professional who is looking for a meaningful opportunity in a vibrant organization that makes real change in Missouri and the lives of its residents. Our mission is timely. Our team is committed to protecting constitutional rights and civil liberties. And we are poised to succeed with a community of over 15,000 (and growing) individual donors.

At the ACLU, we take pride in our reputation of more than 100 years of fighting the hard fight for people whose civil rights are challenged or denied.

Position Description:

The ACLU-MO Development Associate assists the Development Director in the development and coordination of a comprehensive fundraising plan that meets philanthropic and membership revenue goals and strengthens donor relationships.

The Development Associate will assist the Development Director in creating a robust development department that supports our programs and operations. This work involves support for donor cultivation and stewardship, database support, mail campaigns, annual giving days, and producing donor-related information for publications and electronic communications.

Major Responsibilities/Activities:

Build ACLU-MO's Philanthropic Support by

Supporting the Development Director and Executive Director in the management of a portfolio of major donors: tracking prospect/donor contact, donor cultivation and prospect research; writing fundraising communications as-needed (including copy for emails, reports and grant proposals); assisting with the coordination of occasional events.

Spearhead Important Fundraising Projects by

Creatively managing fundraising for two annual giving days: GiveSTL Day and Giving Tuesday; owning project management for three annual donor mailings; and leading special projects geared towards donor cultivation and community building.

Provide Leadership in Internal Collaborations and Administrative Work by

Handling all gift entry and donor acknowledgements; working with the Director of Administration and Finance on monthly and annual financial reconciliation processes.

Solidify ACLU-MO's Statewide Fundraising Presence by

Coordinating across departments to broaden donor access to program events; ensuring donors across the state receive regular communications; assisting with occasional events in Kansas City, Springfield and elsewhere in the state.

Our Development Associate will bring:

- At least one year of relevant work experience. Experience in fundraising or community-based groups is valuable.
- Experience in CRM/database management is required. Knowledge of donor database systems or Salesforce is a plus.
- Ability to communicate effectively and respectfully on the phone, in writing and in person with donors, board members, volunteers, staff, and the general public.
- Excellent organizational and administrative skills: a strong, consistent attention to detail, an organized work style, and the ability to follow through on assignments with a minimum of direct supervision. Good problem solving and analytical skills.
- Proven success in developing and implementing project plans, and possess the ability to work on several projects at various stages of completion.
- A commitment to confidentiality of donor records and ethical fundraising practices.
- Flexibility and a willingness to take on new tasks as the responsibilities of the position evolve.

Finally, our next Development Associate will bring a commitment to the mission and goals of the ACLU ... along with a personal dedication to a professional team that will bring us into our next 100 years as Missouri's guardian of liberty.

Compensation and Terms:

The ACLU-MO offers a generous and comprehensive compensation and benefits package, commensurate with experience, within the parameters of a Missouri-based non-profit. Benefits package including paid vacation and holidays; medical, dental and vision insurance; life and disability insurance; and 401(K) pension plan with employer contributions, and employer match of optional employee contributions.

Are You Ready to Help Lead Us into the Future?

E-mail letter of interest, resume, writing sample and three professional references to application@aclu-mo.org. Please indicate "Development Associate" in the subject line of your e-mail.

Please indicate in your cover letter where you saw this job posting. **Please, no phone calls.**

Deadline:

Application materials will be reviewed as received and will be accepted until the position is filled.

ACLU 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, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction.

The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact: application@aclu-mo.org.