



DIRECTOR OF PHILANTHROPY JOB DESCRIPTION

POSITION OVERVIEW

The ACLU of Montana Foundation (“ACLU of Montana”) seeks an organized, passionate, and ambitious person to join our team as the Director of Philanthropy, providing the strategic vision for the Department of Philanthropy. The ideal candidate will ensure we have an ethical, effective, and robust development program that continuously strives to include an anti-racism and anti-colonialism lens to our fundraising strategies while achieving an aggressive fundraising growth plan. The Director of Philanthropy reports to the Executive Director.

Working closely with the Executive Director, the National ACLU, and two members of the Department of Philanthropy, the Director of Philanthropy is responsible for planning, supervising, and executing the ACLU of Montana’s major gifts program (\$10k+) and overall fundraising strategy. The position will supervise and support a Development Associate (leading gift processing, database support, and moves management tasks) and a Donor Engagement Manager (major gifts officer managing their own portfolio of donors). This position will spend at least 50% of their time directly interacting with donors and helping them fulfill their philanthropic interests and passions, while supporting the Executive Director’s fundraising efforts in engaging their own leadership gifts portfolio consisting of the organization’s top supporters.

KEY RESPONSIBILITIES

Program Development, Oversight, Evaluation, and Management:

- Build, maintain and assess programs that secure sustainable resources while strengthening relationships between the ACLU and its donors to increase funding.
- Integrate an understanding of the intersections of race, class, power, privilege, and decolonizing wealth in our development work, particularly through our engagement with donors.
- Provide industry knowledge, monitor trends, and implement best practices using themes from Community-Centric Fundraising.
- Track development goals to ensure they are accomplished and prepare regular fundraising and department activity reports for the Executive Director and Board of Directors, including analysis of income, trends, and projections.

Major Gifts and Planned Giving Program:

- Oversee a comprehensive strategic major gifts program that includes specific fundraising goals and targets, with a focus on soliciting new and upgraded major gifts (\$10k+ annually) from prospects and donors. A successful program will also fully integrate planned giving strategies.
- Manage a portfolio of approximately 30 donors with capacity to give annually between \$25k - \$99k.
- Spend approximately 30% of time spent traveling across the state to meet donors.
- Manage the development efforts of an Executive Director, who spends approximately 20% of their time on fundraising, through a joint portfolio of approximately 20 donors with capacity to give annually above \$100k. This work includes driving strategy decisions, scheduling and coordinating visits, and partnering on nearly all donor conversations with the Executive Director.
- Supervise a major gifts officer position and support their portfolio work of approximately 75 donors with capacity to give annually between \$10k - \$24k.
- Work in deep collaboration with National ACLU Leadership Gifts and Planned Giving liaisons on qualification, cultivation, solicitation, and stewardship strategies of a shared set of donors in the portfolio.
- Prepare and write personalized proposals, reports, letters, emails, notes, and other documents, as needed.
- Incorporate foundation fundraising as a fully integrated component of the major and planned giving program.
- Maintain working knowledge of state and national programmatic priorities and issues, the racial impact of our programmatic work, major breaking news stories that are of interest to our supporters and attend ACLU meetings and events as needed.

Internal Relationships, Managerial, Professional Development, Administrative and other Misc:

- Oversee the Department of Philanthropy budget.
- Recruit, direct, and supervise Department of Philanthropy staff and interns.
- Attend national, regional, and other training and staff conferences.
- Model cooperation and collaboration cross-departmentally within the affiliate.
- Serve as a member of the Leadership Team with responsibilities including, but not limited to, promoting a culture of support, safety, and clear and direct feedback.
- Attend all mandatory staff meetings and occasional staff retreats.
- Timely complete all administrative tasks associated with the position, including timesheets, uploading of receipts, etc.
- Perform other associated duties as needed and assigned by the Executive Director

- Play an integral role with the income forecast for annual and multi-year budget projections.
- Promote a culture of philanthropy amongst staff and Board.

REQUIRED QUALIFICATIONS

The following experiences are integral to meeting the job responsibilities. Please be sure to identify these in your application and throughout the hiring process. Relevant experience may be through lived, and/or professional or volunteer experiences, or coursework.

- A minimum of five (5) years professional experience in philanthropy or a position with transferable skills: ideally soliciting, closing, and stewarding major gifts in the \$10,000+ range.
- Exceptional initiative, vision, and ambition to lead a vibrant development program.
- Passion and enthusiasm for building strong relationships with donors.
- Experience with people management employing a collaborative management style supporting an inclusive and equitable environment to foster creativity and professional growth among staff.
- Willingness to lead and work in partnership with the Executive Director, Board, staff and volunteers to accomplish the ACLU-MT's fundraising objectives.
- Ability to work independently and keep organized, manage several projects simultaneously, be in regular contact with supervisees and peers while working outside of the office, and adjust plans as needed.
- Capacity to develop long-term plans, set objectives, and track progress toward achieving objectives.
- Excellent interpersonal communication and presentation skills. Experience developing successful written donor communications and marketing materials.
- Experience with donor database management and systems (i.e. Salesforce, Raiser's Edge, Virtuous, etc.) to track campaigns and ensure complete, secure, and private donor and campaign records.
- Passion for and commitment to protecting and defending civil liberties and civil rights.
- Demonstrated commitment to building or deepening understanding of racial equity, dismantling white supremacy, and incorporating a structural power analysis into a major gifts fundraising program.

PREFERRED QUALIFICATIONS

The following experiences are valuable - please address these in your resume or cover letter. We encourage you to apply even if you do not have these qualifications:

- Broad understanding of multi-faceted fundraising campaign planning, implementation and management that includes experience soliciting special, multi-year campaign commitments and planned gifts.

- Experience with incorporating planned giving strategies into major gifts portfolio work.
- Knowledge of philanthropic trends in Montana's different geographic regions and/or specific donor communities, including Indigenous philanthropy.
- Experience with events management, or support of events and vendors.
- Familiarity with the concept of decolonizing wealth and how to engage supporters in these types of conversations.