

**Career Opportunity**

**Development Director**

**American Civil Liberties of Arkansas**

**Little Rock, AR**

***Be Part of a Pivotal Moment in History***

The American Civil Liberties Union of Arkansas’ (ACLU’s) next Development Director will be a nonprofit development professional who is looking for a meaningful opportunity in a proven and vibrant organization that makes profound differences in the lives of individuals. Our mission is timely, our staff is committed to protecting civil rights and liberties, and we are poised to succeed with a robust community (and growing) of individual donors.

Founded in 1969, the ACLU of Arkansas is a not-for-profit, nonpartisan organization which uses legal action, lobbying and public education to protect and promote a broad range of civil rights and civil liberties. (To learn more about the work of the ACLU, visit www.acluarkansas.org and www.aclu.org.)

At the ACLU of Arkansas, we take pride in our reputation of almost 50 years of fighting the hard fight for people whose civil rights are challenged or denied. And now -- with the Trump administration’s never-before-imagined threats to civil rights and liberties -- it is the ideal time to join us!

Partnering with the Executive Director, the Development Director is a senior position that will lead, plan and execute the ACLU’s philanthropy program with a strong emphasis on major gifts ($5K+). The Director of Development will work with our staff, volunteers and board leaders in order to nurture a Culture of Philanthropy.

The position is based in Little Rock, the state’s capital. With a recently revitalized downtown area, you will find layers of history and culture mixed with culture and contemporary style.

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Our Next Director of Development Will:

**Lead the ACLU’s Major Gifts Program** by

* developing and coordinating annual and long-range development plans, including those for specific goals and audiences;
* developing and implementing strategies to attract prospective donors and secure **gifts of $5,000+;**
* maintaining a personal major gifts portfolio and managing the top-tier portfolio of the Executive Director; and
* supervising the maintenance of donor records, preparing written materials for major donor solicitations and conducting outreach to current and prospective major donors.

**Shape the ACLU’s Planned Giving Initiatives** by

* working with the National ACLU’s Planned Giving team to develop, promote and implement planned giving strategies.

**Build the ACLU’s Foundation Grant Support** by

* developing and implementing effective grant strategies;
* drafting or supervising the drafting of grant applications; and
* preparing or supervising the preparation of post-award reports and other documentation.

**Provide Leadership in Collaborations, External Relations and Administrative Work** by

* teaming with the Executive Director to strengthen the ACLU’s Culture of Philanthropy;
* working with board members regarding their roles in the ACLU’s fundraising initiatives;
* serving alongside peers on the ACLU’s senior staff team;
* supervising development staff and independent contractors;
* overseeing the proper recording of gifts and other donor information, along with ensuring the hygiene of donor information systems;
* coordinating development initiatives and reports with the National ACLU office; and
* attending ACLU meetings and events, as appropriate.

Our Next Director of Development Will Bring:

* a bachelor’s degree or equivalent combination of education and experience;
* at least 2 years of demonstrated experience with and (preferred) knowledge of Arkansas’ philanthropic community;
* advanced work experience in fund development, especially in the area of **major gifts fundraising with $5,000+ donors and prospects**;
* excitement about the opportunity to imagine, effect, and manage growth in our affiliate;
* a broad understanding of multi-faceted campaign planning, implementation and management;
* a varied *“toolbox” of superior skills*, including: leadership; communications; interpersonal relations; analytic and strategic thinking; persuasiveness and problem-solving; the ability to prioritize, take initiative, and attend to detail; the ability to maintain grace under pressure; computer expertise; familiarity with fundraising systems/databases; willingness to travel, etc.; and
* a firm commitment to diversity and a personal approach that values individuals and their differences.

**Finally, our next Director of Development 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 50 years as our state’s guardian of liberty.**

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***Are You Ready to Help Lead Us into the Future?***

If you’re excited about devoting your talents and skills to the ACLU, please submit your resume and a letter of interest (with salary requirements and mention of where you learned of this career opportunity), 3 professional references, and a 2-page business writing sample to:

Development Director Job, ACLU of Arkansas, 904 West 2nd Street, Little Rock, AR 72201, or to: [jobs@acluarkansas.org](mailto:jobs@acluarkansas.org)

Please include your last name and “Development Director” in the subject line of the email. No phone calls, please.

To ensure that we receive your application, please do *not* use any other ACLU email address.

The ACLU welcomes talented development leaders to our team and in return offers a generous and comprehensive compensation and benefits package including: **100% employer-paid individual/family health and dental insurance as well as life insurance and long-term disability;** generous vacation and sick leave; defined contribution plan with employer match; and paid holidays. This position is full-time, salaried, and exempt under the Fair Labor Standards Act.

We will accept applications until the position is filled. We hope that one of those applications is yours.

*This job announcement provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU of Arkansas reserves the right to change the description and/or posting at any time without advance notice.*

*The ACLU of Arkansas is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage 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, and veteran status.*

*The ACLU of Arkansas 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 us jobs@acluarkansas.org*

*The ACLU of Arkansas is comprised of two separate corporate entities, the American Civil Liberties Union of Arkansas and the American Civil Liberties Union of Arkansas Foundation. Both are organizations with the same overall mission; they share office space and employees. The American Civil Liberties Union of Arkansas has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job announcement refers collectively to the two organizations under the name “ACLU.”*