American Civil Liberties Union (ACLU) is the nation's foremost defender of constitutional rights and civil liberties. ACLU of Colorado is an affiliate of the national ACLU, and it is the state's guardian of freedom, working in the courts, in the legislature, and in communities across the state to protect and advance civil rights and civil liberties for all. Founded in 1952, ACLU of Colorado is a nonpartisan, nonprofit organization dedicated to fulfilling the promise of equal justice under the law for all Coloradans. For more information about the work of the ACLU of Colorado and the civil liberties principles we uphold, please visit our website at www.aclu-co.org.

Job Announcement
Impact Giving Officer

Commitment To Equity, Diversity, Belonging, and Inclusion

ACLU of Colorado is an equitable opportunity employer. We believe that having a board, staff, and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where all community members can thrive. We strongly encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQ community, those who have been formerly incarcerated, and other members of underrepresented and marginalized groups.

ACLU of Colorado does not discriminate on the basis of 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. We are committed to providing a work environment that practices equitable and inclusive treatment and is quick to prevent and address harassment or discrimination of any kind.

Job Description

Reporting to the Director of Philanthropy, the Impact Giving Officer works to ensure that the ACLU of Colorado meets fundraising goals by increasing philanthropic investment in the ACLU's work to defend and expand civil rights and civil liberties. The Impact Giving Officer will manage relationships with donors and prospective donors with an estimated capacity to support the ACLU with an annual gift of $10,000 or more. The Impact Giving Officer will be responsible for finding new prospects with the interest and capacity to support the ACLU's work to defend and expand civil rights and civil liberties at a significant level, as well as building relationships with existing supporters of the ACLU in order to maximize financial investment. In addition to soliciting major gifts, the Impact Giving Officer will explore ways in which donors can advance the fight for civil rights through their estate plans and transformational campaign gifts.

The Impact Giving Officer works closely with the two members of the Philanthropy Team, the Director of Philanthropy and Development Coordinator. Additionally, they will liaise with other ACLU-CO staff to understand programmatic priorities and resource needs to powerfully communicate the critical impact of donor investment in protecting and advancing the civil rights and civil liberties of all Coloradans. The Impact Giving Officer may sometimes draft written materials and talking points for donors/prospects, such as
highly personalized proposals that align the donor’s interests and ACLU CO’s programmatic priorities and resource needs. The Impact Giving Officer will communicate regularly with the national ACLU and other state affiliates to share resources and collaborate on fundraising efforts.

The Impact Giving Officer will spend a significant amount of time in direct interaction with donors, to develop a deep, trusting partnership with each and communicate the power of their contribution to our movement building efforts. The Impact Giving Officer will be based in the Denver office however the position will require travel to other parts of Colorado.

**Primary Responsibilities**

- Cultivating, Soliciting, and Stewarding donors with the capacity to make investments of $10,000+ in ACLU of CO’s vision and strategic framework.
- Stewarding and cultivating donors currently making gifts of $1000+ to identify opportunities to increase donors’ investments.
- Creating a comprehensive strategy for each donor/prospect in their portfolio and execute that strategy in a way donors are retained, brought closer to our work, and inspired to increase their investment.
- Drafting donor communications such as personalized emails, proposals, and briefings as needed to supplement teamwide donor communication strategies and maximize investment of donors within their portfolio.
- Maintaining excellent data on interactions with donors including notes on meetings, call time, emails, and handwritten cards. Creating reports to leadership and the board of directors as need to reflect progress toward strengthening relationships and increasing donor support.
- Actively networking to identify new potential donors to ACLU of CO.
- Liaising with Nationwide Development Resources team to evaluate wealth and giving capacities of existing donors as well as new prospects.
- Providing executive-level support to senior staff in preparation for donor interactions, including thoughtful, concise briefing materials in advance of meetings with donors and prospects.
- Maintaining working knowledge and fluency of state and national programmatic priorities and issues as they occur.
- Supporting ACLU-CO’s whole body of work by collaborating cross departmentally, engaging with and participating in opportunities to contribute outside of the development department.

**Qualifications**

- 3 – 5 years of demonstrated success in the art and cycle of frontline fundraising working with individual donors investing $5000 + annually.
  - Experience cultivating, soliciting, and stewarding individual donors to move them up the ladder of investment to maximize giving potential.
  - Experience preparing proposals and making upgrade investment asks of $10,000 +
- Skill in researching and forging new paths for authentic relational engagement of individuals for potential investment in ACLU CO:
Tenacity, Creativity, and Critical Thinking – someone who is both tenacious and creative in the pursuit to seek and evaluate potential donors for their alignment with our mission and values and to learn and identify strategies to develop genuine, fruitful, long-lasting relationships with those partners.

- Proven experience evaluating potential new investors through publicly available information, giving histories, and wealth screening analysis.

- Passion for implementing an Equity, Diversity, Inclusion & Belonging (EDIB) lens to fundraising efforts and the work of the Philanthropy Team.

- Deep listening skills and demonstrated ability in having meaningful and difficult conversations -- a demonstrated ability to listen and build community and collaboration -- both internally and externally.

- Deeply committed to building and supporting a workplace culture that values diversity, equity and inclusion; recognizes the ways that race, ethnicity, and other identities intersect and play out in our work and work environment; able to recognize ways that their own identities play out at work, and to genuinely receive and implement feedback.

- Excellent oral and written communication and presentation skills. Demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece. Experience in communicating the tools and strategies of social justice movements including litigation, public policy advocacy, and narrative framing from an asset-based, solutions oriented approach is helpful.

- Ability to organize and manage numerous relationships and tasks simultaneously with close attention to detail and a keen sense of prioritization to ensure timely follow up.

- Ability to develop long-term plans, set goals, and track progress to goals.

- Proficiency with Microsoft Office Suite and experience working with customer relationship management software or donor database.

- Availability for travel throughout Colorado, as well as limited out-of-state travel.

Work Accommodations during the COVID-19 Pandemic
ACLU of Colorado has a hybrid return-to-work model that began on June 1, 2022. In order to maintain a safe working environment in our offices amid the ongoing COVID-19 pandemic, we have implemented a mandated mask policy and a mandatory vaccination policy, unless you request in writing a medical or religious exemption. You will need to send a copy of your updated COVID vaccination card.

Compensation and Benefits
This position is full-time; the approximate salary range is $66,000 - $98,000. The starting salary is within the pay scale parameters of the nationwide ACLU and the Denver area nonprofit sector and considering skills and experience. To preserve the opportunity for advancement, we offer starting salaries no higher than the mid-point of the range. ACLU provides cost of living increases and opportunities for merit-based salary increases to staff.

Benefits
ACLU of Colorado offers generous benefits to full-time employees that include:

- 100% coverage of employee’s medical, dental, and vision insurance
- Employer contribution to Health Savings Account
Life insurance, long-term disability insurance, accidental death and dismemberment (AD&D)
Employer match up to 5.5% to 401k
Twelve paid holidays, two personal days, as well as vacation and healthcare leave.
Annual Professional Development funds
Employee Assistance Program (EAP)

**To Apply**
Send a cover letter, resume, and writing sample (a previous donor communication, proposal, briefing, or other donor cultivation/solicitation collateral) in an email with “ACLU Impact Giving Officer” in the subject line to jobs@aclu-co.org. No phone calls, please. Applications submitted by April 28, 2023 will receive full consideration.