



Development Associate-- ACLU of Kansas

Location: Overland Park, Kansas

Date Posted: March 9, 2018

The American Civil Liberties Union (ACLU) of Kansas seeks a Development Associate to support and enhance the organization's development efforts. The person filling this position will play a critical role in securing the resources necessary to fund the organization's efforts to preserve and advance civil rights and liberties in Kansas and across the country.

Position Overview

Under the direction and supervision of the Development Director, this newly-created position will provide administrative support in all facets of the organization's resource development work including membership, major gifts, planned giving, events, foundation relations, and donor services. This position will be the primary manager of the donor database (which has been recently converted to a custom Salesforce system). The Development Associate will also provide administrative support to the Executive Director and work in close collaboration with our Advocacy, Communications, and Operations team members.

This is a full-time, exempt position. Very limited travel and occasional evening and weekend work may be required.

Responsibilities may include but are not limited to:

Donor services & database administration

- Maintain proficiency in ACLU nationwide constituent relationship management systems, including research and reporting tools (training provided).
- Enter all contributions in the donor database and produce donation acknowledgement letters in a timely manner.
- Provide superior customer service to supporters seeking information, changes to contact preferences, etc.
- Work with the Operations Manager to coordinate timely deposits, reconciliation with accounting records, and audit support.

- Ensure that donor database is accurate and up-to-date.
- Produce necessary reports and mailing lists.
- Assist in drafting/designing donor communications and coordinate mailings.

Membership

- Acknowledge and welcome new members.
- Produce monthly membership report.
- Coordinate with Advocacy and Communications staff to share member lists and donor engagement records for the purpose of ensuring a seamless constituent experience.

Major gifts & planned giving

- Assist Development Director and Executive Director in managing a portfolio of approximately 100 potential major donors by maintaining donor records and producing reports.
- Assist in identifying potential major donor and planned giving prospects.

Foundation relations

- Research foundation prospects and maintain accurate foundation records.
- Assist development and program staff in preparing grant applications.
- Ensure accurate record-keeping of application materials, deadlines, payment schedules, and required reports.

Events

- Assist with membership conference planning, sponsor solicitation, and guest registration.
- Coordinate venue, catering, and invitations for donor events (usually small luncheons and receptions).

Administrative Support

- Assist Executive Director with scheduling, calendar management, and travel arrangements.
- Act as a point of contact between Executive Director and external partners and stakeholders.
- Other duties as assigned.

Qualifications

Required

- Bachelor's degree or equivalent combination of education and experience.
- Proficiency in Microsoft Word, Excel, and Outlook.

- Strong interpersonal and customer service skills, including the ability to handle sensitive situations and information professionally and with discretion.
- Excellent written and verbal communication skills.
- Ability to handle and prioritize multiple activities and responsibilities and meet tight deadlines.
- Strong organizational and time management skills, as well as keen attention to detail.
- Ability to travel and work outside normal office hours on a limited basis.
- Commitment to civil liberties principles and advancing the ACLU's mission.
- Commitment to diversity; a personal approach that values and respects differences of race, ethnicity, age, gender, sexual orientation, religion, and socio-economic circumstance.

Preferred

- Experience in working with non-profit, advocacy, and/or community-based organizations—especially in fundraising or development.
- Experience with donor databases or constituent relationship management systems, especially Salesforce.
- Experience with publication software and design a plus.

Compensation

Compensation for this full-time position is in the mid-\$30,000s, but is negotiable based on experience and within the parameters of the ACLU of Kansas compensation scale. Benefits include medical and disability insurance (fully paid by employer), a 401(k) program, and generous vacation, holiday, and sick leave.

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).

Email your application to:

Karen Casebolt, Development Director
kcasebolt@aclukansas.org

Please include “ACLU Development Associate” in the subject line.

Applications will be accepted until position is filled. No phone calls or in-person applications, please.

Deadline

Applicants will be reviewed beginning the week of April 2, 2018 and will be accepted until the position is filled. The job announcement will remain posted on our website, www.aclukansas.org, until the position is filled. When the position is filled, the

announcement will be removed from the website.

About the ACLU of Kansas

The ACLU of Kansas is a non-profit and non-partisan organization dedicated to preserving and advancing the civil rights and legal freedoms guaranteed by the United States Constitution and the Bill of Rights. The ACLU of Kansas works in the state legislature, the courts, and local communities to protect the rights of all people living in Kansas. The organization's work includes efforts to strengthen and defend First Amendment rights, voting rights, reproductive freedom, racial justice, LGBT rights, and immigrants' rights, stopping government surveillance, and reforming the criminal justice system. The ACLU of Kansas is an affiliate of the national American Civil Liberties Union, has a current staff of 10, an annual budget of approximately \$1.3 million, offices in Overland Park and Wichita, and more than 30,000 supporters across the state.

The ACLU of Kansas comprises two separate corporate entities, the American Civil Liberties Union of Kansas and the ACLU Foundation of Kansas. Both entities have the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. The ACLU Foundation of Kansas is a 501(c) (3) non-profit corporation that primarily engages in litigation and public education. The ACLU of Kansas is a 501(c) (4) non-profit corporation that primarily engages in lobbying and advocacy.

More information about the ACLU of Kansas is available at www.aclukansas.org.

The ACLU of Kansas is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of Kansas encourages applications from all qualified individuals without regard to arrest or conviction, race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, and veteran status.