

American Civil Liberties Union of West Virginia

Position Available

Development Associate

The American Civil Liberties Union of West Virginia (ACLU-WV) seeks a highly motivated individual to staff its fundraising program. The ACLU-WV, a non-profit, non-partisan membership organization dedicated to defending the Bill of Rights, is widely recognized as the state's foremost advocate of civil liberties and civil rights.

Position Overview:

The Development Associate, who reports to the Executive Director, raises funds for the ACLU-WV Foundation's \$300,000-plus annual budget and coordinates programs that strengthen the links between the ACLU and its supporters. The primary goals of the Development Associate position are to:

- * Enable the ACLU-WV Foundation to continue its phenomenal record of financial growth by working closely with the Executive Director and Board of Directors to expand the major gifts campaign, annual benefit dinner and foundation grants.
- * Maintain a detailed database consisting of new, current and former donors to the ACLU-WV Foundation
- * Develop more regular communication between ACLU-WV and its membership and donors as the principal participant in the writing and production of the affiliate newsletter and as a participant in managing the affiliate website.

Essential Functions:

Fundraising

- * Research, identify and cultivate prospective donors
- * Oversee the production of materials for the major gifts campaign
- * Manage donor solicitations and the related database
- * Develop and submit grant proposals to foundations and corporations
- * Plan and organize the ACLU-WV Foundation's annual benefit dinner and other fundraising events
- * Cultivate and solicit planned giving

Public Education/Communications

- * Write, edit and produce development related information and news items for affiliate newsletter
- * Keep affiliate website updated with development related materials
- * Participate in public speaking events

General

- * Recruit, supervise, and work with volunteers and interns
- * Handle clerical responsibilities associated with position
- * Travel occasionally within the state (travel assigned by Executive Director will be reimbursed)

Requirements:

As a professional in the highly collaborative environment of a six-person office, the Development Associate must have excellent people skills and judgment and be capable of confident and professional presentations. He or she must possess the skills to work cooperatively on projects, and the flexibility to adjust to changing circumstances. Good organizational and written skills are also a prerequisite. This individual must be able to ask strangers for large sums of money, have an ability to grasp and communicate complex civil liberties issues in laymen's terms, have a strong commitment to the ACLU and civil liberties, be willing to work evenings and weekends when necessary, and be computer-literate. The ideal candidate is a development professional with a proven track record of securing support from individuals, foundations, and corporations.

Compensation:

Salary is commensurate with experience. Benefits include health insurance, pension, life insurance and long-term disability.

Applications:

Applicants should send a letter of interest, resume, and a list of three references including one from a current or former supervisor to:

**Executive Director
ACLU of West Virginia
Post Office Box 3952
Charleston, WV 25339**

Applications will be accepted until position is filled. Review of applications will begin May 1, 2009.

The ACLU is an Equal Opportunity/Affirmative Action Employer and encourages women, people of color, persons with disabilities and lesbians and gay men to apply.