



## DEVELOPMENT ASSISTANT

### OVERVIEW

Looking to join the resistance? Upset about the recent political turmoil with the U.S. Supreme Court or seeing children ripped from their parents at our borders? Want to do something about long-standing discrimination against Indigenous communities, hostile treatment of transgender and non-binary people, and barriers to the voting booth?

The American Civil Liberties Union (ACLU) does high-impact work across many issues and provides crucial leadership to the many progressive movements whose ideals and achievements are now under attack. Join our team and join the movement!

### JOB POSTING

The American Civil Liberties Union (ACLU) of Montana seeks a part-time Development Assistant to provide administrative support for the work of a fast-paced and evolving development department. It is an incredible opportunity for someone who wants to learn the ropes of a fundraising program, a critical component of most non-profit organizations.

The Development Assistant will work 15 hours a week year-round; the weekly schedule can be flexible to accommodate class schedules or another job. Based in our Missoula office, the Development Assistant will report to the Director of Philanthropy and Strategic Initiatives. Funding for this position is guaranteed until March, 2020, with future years contingent on financial feasibility.

### BACKGROUND

The ACLU of Montana (founded in 1972) is an affiliate of the national ACLU (founded in 1920) and operates as an independent, non-profit organization. We are the state's largest and most influential civil rights organization, combining litigation, policy advocacy, communications, and community organizing tactics to promote a broad range of individual rights and liberties. Our current top priorities are Indigenous justice, criminal justice reform, and immigrants' rights. We work on a wide array of other issues including reproductive justice, LGBTQ equality, voting rights, freedom of speech and religion, and technology and privacy.

The ACLU of Montana has a current staff of 16, most of who work in the main office located in Missoula. To learn more about the work of the ACLU of Montana, please visit [www.aclumontana.org](http://www.aclumontana.org).

### COMMITMENT TO DIVERSITY AND INCLUSION

The ACLU of Montana is an equity-based employer. We value a diverse workforce and an inclusive culture. The ACLU of Montana encourages applications from all qualified individuals without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, previous incarceration or involvement in the criminal justice system, or veteran status. Expect a friendly work environment, with flexibility and consideration of personal needs and circumstances.

## **RESPONSIBILITIES OF THE DEVELOPMENT ASSISTANT**

Responsibilities include, but are not limited to, the following:

Gift Acknowledgement and Processing: Produce draft acknowledgment letters and review for accuracy; record and track action items requiring follow-up; enter gifts in our donor database.

Database Management: Manage the donor database; ensure donor information is consistently updated and accurate; produce various reports from database routinely and as needed to help further development efforts; keep up to date on new tools to improve database functions.

Grants: Organize and maintain a calendar of grant deadlines for application and reporting requirements; organize materials that are needed for grant applications.

Donor Engagement: Provide essential customer service in responding to donor inquiries via phone and email; assist in researching prospective donors through approved sources; assist with donor mailings using mail merge.

Finance: Work with the Finance Department to reconcile the donor database with QuickBooks and support the Finance Department during a yearly reconciliation process.

General: Contribute to a positive and welcoming workplace atmosphere; perform other related duties as assigned and required to advance the ACLU mission.

## **REQUIRED QUALIFICATIONS**

- Commitment to good customer service, confidentiality, and accurate records
- Exceptional attention to detail and accuracy
- Strong organizational and time management skills; dependable with deadlines
- Demonstrated computer literacy using Microsoft Word and Microsoft Excel; experience manipulating data in Excel
- Willingness and foundational skills to learn and work with a more complex database that tracks donor information, for which extensive training will be provided

## **PREFERRED QUALIFICATIONS**

- Passion for social justice issues and a strong commitment to advancing the ACLU's values, missions, and goals
- Experience using any database for data entry and reporting purposes; ACLU uses a Salesforce product
- Knowledge of how mail merge works in Word and Excel
- Experience working in a development or fundraising program with a non-profit or campaign
- Practice maintaining a department or program calendar
- Familiarity with working with vendors and event planning
- Clear, concise, and precise writing ability
- Experience living or working in/with Indigenous communities
- A commitment to diversity and respect for differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, and socio-economic circumstance

**COMPENSATION AND BENEFITS**

Compensation for this position is \$13.00 - \$15.00 an hour, depending on experience. This position will be 15 hours / week, with some flexibility in creating a weekly schedule permitted. The benefits package includes pro-rated paid holiday, sick and vacation leave, and 401(k). No additional employment benefits shall be provided.

**APPLICATION PROCEDURE**

All applications are treated confidentially. Please submit: 1) a letter of interest of no more than one page and 2) a resume. Email your application to Michelle Cares, Office Manager, at [michellec@aclumontana.org](mailto:michellec@aclumontana.org) or mail it to: ACLU of Montana, Attn: Michelle Cares, P.O. Box 9138, Missoula, MT 59807. Please put "Development Assistant" in the subject line of your email or on your envelope. Also, please indicate in your letter of interest where you saw this job posting or who encouraged you to apply.

**DEADLINE**

Application review will start October 31, 2018. Applications after that date are encouraged and will be accepted until the position is filled.