



DEVELOPMENT ASSOCIATE

POSITION OVERVIEW

The Development Associate position suits someone who is passionate about data, and is looking to immerse themselves in a non-profit fundraising career. The position reports to the Director of Philanthropy and Strategic Initiatives. The ideal candidate is a critical thinker with strong project management skills and someone who is adept at using data and systems to drive decisions. The position leads the gift processing process, and plays a key role in providing support to our major gifts program.

ABOUT THE ACLU OF MONTANA

The ACLU of Montana (founded in 1972) is an affiliate of the national ACLU (founded in 1920) and operates as a private, non-profit organization. We are the state's largest and most influential civil rights organization. **Our current top priorities are Indigenous justice, criminal legal reform and ending the criminalization of poverty, LGBTQ rights, and voting rights.** We work on a range of additional issues including reproductive justice, immigrants' rights, freedom of speech and religion, and informational and digital privacy. The ACLU of Montana envisions a fair, equitable, and free Montana that welcomes and celebrates diversity of all kinds. In our Montana, everybody is treated with dignity and respect, and has equal access to rights and freedoms.

The ACLU of Montana maintains a friendly work environment, with a current staff of 12 and an office located in Missoula. To learn more about the staff and work of the ACLU of Montana, please visit <http://aclumontana.org>.

COMMITMENT TO DIVERSITY AND INCLUSION

ACLU of Montana is an equal opportunity employer. We value a diverse workforce and an inclusive culture. 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 members of our community can thrive. We strongly encourage applications from people of color, Indigenous people, immigrants, women, people with disabilities, members of the LGBTQ and two-spirit community, those who have been formerly incarcerated or are currently under supervision, and other underrepresented and historically marginalized groups. We seek to build a team that reflects that diversity. All qualified applicants who share this vision and who have a desire to contribute to our mission are encouraged to apply.

The ACLU of Montana does not discriminate on the basis of race, color, faith, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, tribal affiliation, disability, veteran status, or record of arrest or conviction. We are committed to providing a work environment free from discrimination and harassment and one that honors and

promotes a culture of equity, diversity, inclusion, and belonging. We are engaging in ongoing internal equity work, including racial caucusing.

Our work environment is friendly, with flexibility and consideration of personal needs and circumstances.

KEY RESPONSIBILITIES

Data Oversight and Analysis

- Help manage the donor database to ensure complete recordkeeping and database hygiene.
- Ensure data integrity and accurate constituent records.
- Prepare monthly, quarterly, and annual reports that use data to evaluate development department progress toward goals.

Portfolio Management

- Lead process of organizing a high volume of tasks (individual tasks tie into annual action plans tailored to individual donor strategies, which incorporate annual giving, campaign gifts, and planned giving components).
- Conduct prospect research, help with portfolio creation and maintenance.
- Prepare monthly task reports for out-the-door fundraisers (Director of Philanthropy, Major Gifts Officer, and Executive Director), assist in the preparation of donor strategy briefing memos, and ensure accurate and timely data entry following interactions with donors.
- Assist in the coordination of meeting and travel logistics for the out-the-door fundraising team.
- Gather technical information (financial statements, budget, board/staff list, etc.) required for grant applications. Work in collaboration with staff leading grant work to ensure timely management of grant reports and proposals.

Administration of Donor Stewardship

- Ensure timely gift processing and acknowledgments on a weekly basis.
- Collaborate on monthly, quarterly, and annual income reconciliation between Salesforce (donor database) and QuickBooks (accounting software) with the Finance team.
- Play a leadership role with annual income reconciliation with National ACLU and the Finance team.
- Respond to high-volume, basic donor inquiries via email and phone.
- Assist with all stewardship, event, and solicitation mailings.
- Provide behind-the-scenes strategy and support for development department events and development components of organization events.

General Staff Teamwork

- Actively engage with the ACLU of Montana team through regular staff meetings, continuing equity and inclusion work, professional development opportunities, occasional retreats, and sporadic special committees.
- Embrace self-learning and reflection through optional racial caucus group conversations, activities, and support.

REQUIRED QUALIFICATIONS

- Expertise using any database for data entry and reporting purposes;
- Experience using data to evaluate progress towards larger goals, and inform real life programmatic decisions;
- Willingness and foundational skills to learn and work with a complex database that tracks donor information, for which extensive training will be provided;
- Practice with manipulating large data-sets in Excel;
- Proficiency with office technology, including, but not limited to, knowledge of mail merge in Word and Excel;
- Familiarity with project management, specifically moving tasks along a continuum towards a larger goal;
- Exceptional attention to detail and accuracy;
- Commitment to good customer service, confidentiality, and accuracy of sensitive records;
- The ability to prioritize and manage multiple projects simultaneously and meet deadlines;
- Commitment to equity and inclusion, and respect for differences of race, ethnicity, age, sexual orientation, gender identity or expression, religion, ability, and socio-economic circumstance and class.
- Understanding and willingness to engage with the issues of institutional and structural racism and bias and their impact on underserved and underrepresented communities.

PREFERRED QUALIFICATIONS

The following experiences are particularly valuable - please be sure to address these in your resume or cover letter. We encourage you to apply even if you do not have these qualifications:

- Experience and working knowledge of Salesforce;
- Advanced knowledge of database reporting;
- Experience working closely in, or with, a fundraising department (in a professional or volunteer capacity), including a non-profit or political campaign context;
- Proven track record of responding to customer / client inquiries via email or phone;
- Experience working with a senior member of a management team, managing multiple demands and changing priorities;
- Knowledge of philanthropic trends in Montana's different geographic regions and/or specific donor communities, including Indigenous philanthropy; and
- Experience with events management, or support of events.

PHYSICAL REQUIREMENTS

Elements of job duties may require occasional moving of up to 15 pounds and the ability to occasionally stoop, kneel, or crouch; candidates not able to meet such demands can possibly work with staff or others to enable compliance. The person in this position will communicate via email, telephone, and in-person with supporters, community members, and colleagues and must be able to exchange accurate information in these situations.

COMPENSATION AND BENEFITS

This position is full-time, exempt, and will pay an annual salary of between \$37,000 and \$42,000, depending on experience. Excellent benefits offered, including health, vision and dental

insurance, health stipend to help off-set costs for dependents or any other healthcare costs, short and long-term disability and life insurance, 401(k) retirement plan and employer matching, and generous vacation, holiday, sabbatical, and family and medical leave policies. Relocation reimbursements for actual moving expenses available up to \$4,000, depending on distance and number of family members, contingent on two year's employment.

The Development Associate will be based in Montana. The position is remote, at least through March 31, 2022, and until the office re-opens after the COVID-19 pandemic, with safety precautions in place for required in-office work. A monthly reimbursement for personal mobile phone and internet is offered to all ACLU employees working remotely during the pandemic. After the office re-opens, if the final candidate is not based in Missoula, the position will require occasional travel to Missoula for one or two day trips per quarter (travel expenses paid for by the ACLU of Montana).

APPLICATION PROCEDURE

All applications are treated confidentially. Please submit (in pdf format if possible):

1. A letter (of no more than one page) describing your interest in the position and the ways in which you satisfy the qualifications specified above. Please indicate in your letter where you learned of this position.
2. Resume.

Email your application to [jobs\[at\]aclumontana.org](mailto:jobs[at]aclumontana.org) or mail it to:

ACLU of Montana, Attn: Hiring
P.O. Box 1968, Missoula, MT 59806

Please put "Development Associate" in the subject line of your email / envelope.

DEADLINE

Application review will start November 15th. Applications after that date are encouraged and will be accepted on a rolling basis until the position is filled. We are aiming for a start date in January, 2022.

To learn more about the work of the ACLU-MT, please visit www.aclumontana.org.