



## Director of Development

The American Civil Liberties Union (“ACLU”) of Hawai‘i works to advance equity and dismantle systemic injustice through legal action, policy advocacy, and mobilizing our communities to protect the civil rights, liberties, and dignity of all. We are excited to announce the search for an experienced, creative fundraising professional to help further develop and grow our fundraising team and raise critical resources to build the political power necessary to energize the fight for civil liberties and protect our wins for years to come.

### **Position Overview**

The right candidate will provide visionary, strategic leadership to build strong relationships with donors and institutional supporters with the goal of generating transformational gifts to support ACLU of Hawaii’s current and future strategic goals.

The Development Director is responsible for planning, implementing, and team-leading a Development Program that successfully funds programmatic goals in the areas of criminal legal reform, police accountability, voting rights, free speech, privacy, immigrants’ rights, reproductive freedom, LGTBQ+ rights, and more.

The Development Director, a member of the senior staff reporting directly to the Executive Director, will develop and oversee the program to raise funds for both the ACLU of Hawai‘i Foundation– 501(c)(3) – and the ACLU of Hawai‘i - 501(c)(4). The Development Director will work closely with the ACLU Nationwide Development Resources team, as well as the ACLU of Hawai‘i Executive Director, Staff, and Board. The Development Director is responsible for planning, supervising, and executing the ACLU of Hawaii’s major gifts program (focusing on donors giving at 10k+ levels), grants program, corporate giving program, individual giving, and developing complementary fundraising and donor cultivation plans for each donor prospect.

Location: Honolulu, Hawai‘i  
Deadline to Apply: August 9, 2024; applications accepted until role is filled  
Supervision: Reports to the Executive Director  
Classification: Full-time, Exempt  
Salary: \$105,000 USD/ (with end-of-year bonus opportunities)

### **Position Responsibilities**

- **Strategic Planning and Leadership**
  - Develop, lead, and evaluate a comprehensive annual development plan and budget that focuses on major gifts, grants, and corporate giving that includes fundraising goals and metrics for meetings with donors who make gifts of \$10,000 and greater.
  - Report to the Executive Director on development efforts and strategic goals; periodically invited to present to the Board of Directors and ACLU National.

- Develop and execute special cultivation and stewardship opportunities for supporters, provide support and timely communications to Senior Leaders in preparation for donor contact, and participate in donor cultivation events.
  - Oversee the department's administrative systems related to the fundraising goals, including Salesforce data management, donation tracking, processes and procedures, reporting, gift processing/acknowledgement.
  - Develop, review, revise, and execute the organization's strategic fundraising plan as with a focus on evaluating the efficacy of past strategies and creating new plans and frameworks for diversifying growth and diversifying the affiliate's local donor base.
  - Serve as a thought partner in the Senior Leadership team, proactively bringing essential strategy and solutions to ongoing challenges and opportunities.
  - Organize fundraising events and giving initiatives with other departments.
- **Portfolio Management**
- Manage a portfolio of approximately 125 donors and institutional supporters, creating individual goals and a comprehensive plan for each donor based on their history of giving and the organization's knowledge of that donor's potential.
  - Solicit five- and six- figure annual and planned gifts through individual meetings with donors and prospects in collaboration with the National ACLU team.
  - Staff the development responsibilities of the Executive Director, which includes focusing and prioritizing the Executive Director's development-related time and duties, scheduling meetings with donors, partnering on meetings with donors, etc.
  - Set and achieve timely fundraising goals, tracking progress through metrics.
- **Donor Communications**
- Work collaboratively with the communications team to develop and implement an annual communication and marketing plan for donors and supporters.
  - Prepare and write personalized proposals, reports, letters, emails, and notes for donor cultivation, ensuring donors receive frequent personalized "touches."
  - Work with the communications team to develop and implement digital strategies that foster membership growth and showcase organizational success.
  - Manage and write communications to donors about the ACLU of Hawaii's mission, activities, and successes in a compelling, inspiring, and motivating way.
  - Work across departments to effectively and ethically share stories of success and impact within our community to various audiences across multiple channels.
- **Grants Management**
- Lead and manage a grants program, including researching prospective foundations, tracking applications and letter-of-interest deadlines, partnering with senior staff to write grant applications and ensure timely and regular reporting schedules.
  - Prepare grant reports with funders based on donor interests and program progress.
- **Additional Duties**
- Fulfill other duties as assigned by the Executive Director.

## **Equity, Diversity, Inclusion, and Belonging (“EDIB”)**

### **- Diversity Initiatives**

- Think creatively, ambitiously, and openly about how our development program and organization can better integrate equity, diversity, inclusion and belonging into our day-to-day operations, and our goals, plans and work with donors and supporters.
- Work closely with Senior Leadership and National ACLU to set and achieve EDIB goals and ensure that EDIB is centered in our fundraising practices.

### **- Cultural Responsibility**

- Demonstrated awareness of one’s own cultural identity, views about differences, and the ability to learn and build on varying cultural and community norms. A complex understanding of racial justice and the urgency of confronting institutional racism and inequity. Commitment to equity and inclusion as organizational practice and culture. Proven track record of working across lines of race, immigration status, ethnicity, language, class, gender and other identities and experiences.

## **Qualifications**

- A successful candidate will possess many of the following qualifications and attributes. If you are excited about the position but are unsure that you are qualified, still apply.
  - Demonstrated commitment to ACLU of Hawaii’s values, mission, and vision.
  - A minimum of 5 years professional experience in philanthropy (or related field) required, ideally in a rapidly evolving institution with progressive responsibility and a proven track record of securing visits with prospective donors, and soliciting, closing, and stewarding major gifts in the \$10,000+ range.
  - A minimum of 2 years successful management and leadership experience, including the ability to motivate, lead, set objectives and foster an environment of creativity and professional growth, with grace, kindness, and acceptance of others.
  - Successful experience converting donors/prospects into major donors, and experience soliciting special, multi-year campaign commitments and planned gifts.
  - Superb organizational and problem-solving skills; results- and detail-orientation coupled with strong follow-through and the ability to meet tight deadlines.
  - Experience with donor database management and systems to track goals, metrics, and progress across the development team and a commitment to setting and achieving aggressive fundraising goals and being held accountable to those goals.
  - Experience working across departments to create marketing plans for donor communication that results in donor cultivation, stewardship, and solicitation.
  - Experience successfully growing and building grants, major gifts, corporate giving, planned gifts, and individual giving programs, in the 501(c)3 and 501(c)4 contexts.
  - Excellent diplomatic, interpersonal, oral, and written communication and presentation skills. With a demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece.
  - A commitment to Community Centric Fundraising (CCF) principles and a belief that fundraising must be grounded in race, equity, and social justice.
  - Demonstrated connection to the State of Hawai’i and its residents.
  - Ability to travel inter-island and work occasional evening and weekends.

## **Working Conditions**

- This position is full-time, salaried, and exempt under the Fair Labor Standards Act.
- The ACLU of Hawai‘i offices are generally open between the hours of 9 a.m. and 5 p.m. The physical demands and work environment described below represent those required and encountered by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Inputting information into a computer for long periods of time.
  - Work some evenings, weekends, and holidays.
  - Periodically work long and extended hours.
  - Frequent travel across the state of Hawai‘i as needed.
- This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. Please note that staff are required to work three days in the office, with the allowance of two days per week of remote work.

## **Benefits**

- **Time-Off**
  - Staff get 18 vacation days their first year; 24 days off their second and third year; and 30 days after four years. After four years of service, you qualify for an additional 20 days off. We offer 13 days off for holidays. An additional 5 floating holidays per calendar year are available for your use at your discretion.
- **Insurance**
  - 100% paid employer-provided health insurance; life insurance and long-term disability; and defined contribution plan with employer match.
- **Family & Medical Leave**
  - 16-weeks of paid time-off per eligibility year to care for a newborn child, adopted child, or parent with medical needs, as defined by the relevant policy.
- **Professional Development**
  - Budget permitting, Director will receive two paid opportunities to travel outside of Hawai‘i for approved professional development convenings, twice per fiscal year.

## **How to Apply**

- Email the following materials to [jill@alakaisearch.com](mailto:jill@alakaisearch.com). Include “Director of Development Application” in the subject line and how you heard about the position.
  1. Cover Letter (maximum length: 2 pages)
    - a. Why are you interested in working at ACLU of Hawai‘i?
    - b. How are you qualified for this position?
    - c. How have you demonstrated a commitment to EDIB?
  2. Resume or CV (maximum length: 3 pages)
  3. 3 References (at least two supervisors)
    - a. For each, include: name, job title, direct phone number, and email address
  4. Donor Engagement Letter (maximum length: 2 pages)
  5. Sample Grant Application (redacted, no maximum length)
    - a. Optional, yet preferred, material

The ACLU of Hawai'i undertakes inclusive strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact [tt@acluhawaii.org](mailto:tt@acluhawaii.org)

*The ACLU of Hawai'i is an equal opportunity/affirmative action employer. We value a diverse workforce and an inclusive culture. It is our policy to employ qualified people without regard to: race; color; religion; sex; national origin; age; ancestry; disability; sexual orientation; veteran's status; marital status; civil union status; arrest or court record; citizenship; credit history; genetic information; gender identity or expression; status as a victim of domestic violence, sexual violence, or stalking; or any other characteristic protected under federal or state law.*