DIRECTOR OF PHILANTHROPY
American Civil Liberties Union of Tennessee

SUMMARY

The American Civil Liberties Union of Tennessee (ACLU-TN) seeks an ambitious development professional to be our next Director of Philanthropy. This position is perfect for someone passionate about defending and advancing civil rights and liberties in Tennessee and the South. The right candidate will be an empathetic leader, intentional planner, implementor, assessor, collaborative and supportive teammate, seasoned fundraiser, and community and relationship builder.

The Director of Philanthropy, a member of ACLU-TN’s operational leadership team reporting directly to the Executive Director, will develop and oversee a program that generates transformational gifts to support ACLU-TN’s current goals and future endeavors. While there is one development team member currently (this position), there is an intention to add additional staff to expand and enrich ACLU-TN’s donor base after the Director of Philanthropy has settled into this role.

ACLU-TN’s office is in Nashville, TN, a rapidly growing city with a rich history in social justice and a fantastic music, arts, culture, and food scene. Staff are working in a hybrid environment. Candidates outside of Tennessee will be considered for this position with the understanding that relocation to the state will be required. The Director of Philanthropy will spend significant time working at the Nashville office and traveling throughout Tennessee for donor visits.

RESPONSIBILITIES

Strategic Planning and Leadership

• Build a high-performing and ambitious team of fundraising professionals toward accountable, goal-oriented outcomes, providing mentorship and guiding professional development.
• Develop, lead, and evaluate a comprehensive annual development plan and budget focusing on major gifts, grants, and corporate giving that includes fundraising goals and metrics for meetings with donors who can make gifts of $10,000 or more.
• Report on development efforts and goals to the Board of Directors and Executive Director.
• Manage the department’s administrative systems related to fundraising goals, including Salesforce data management, donation tracking, processes and procedures, reporting, and gift processing/acknowledgments.
• Serve as a thought partner with the Executive Director and operational leadership team, proactively bringing essential strategy and solutions to ongoing challenges and opportunities.
• Promote a culture of philanthropy amongst ACLU-TN staff, board, donors, and volunteers.

Portfolio Management

• Manage a portfolio of approximately 75-125 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 National ACLU.
• Staff the development responsibilities of the Executive Director, which include 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 aggressive fundraising goals, tracking and reporting on progress through KPIs.

Donor Communications

• Work collaboratively with the communications team to develop and implement an annual communication and marketing plan directed at supporters.
• Prepare and write personalized proposals, reports, letters, emails, and notes for donor cultivation.
• Work with the communications team to inform digital strategies that foster membership growth and showcase ACLU successes in Tennessee.
• Manage and write communications to donors about ACLU-TN’s mission, activities, and successes in a compelling, inspiring, and motivating way.
• Work across teams to share stories of success and impact effectively and ethically to various audiences across multiple channels.

Grants Management

• Oversee overall grants program, including managing development consultants, researching prospective foundations, tracking applications and LOI deadlines, partnering with operational and programmatic leadership to write grant applications and ensure regular reporting schedules, and preparing grant reports and other communication with funders based on donor interests and program progress.
• Continue to build out our grants program to achieve substantial growth in the number of grants we apply for and receive each year.

QUALIFICATIONS

The successful candidate will possess many of the following qualifications and attributes. If you are excited about the position but unsure that you are qualified, we encourage you to apply.

• Demonstrated support of ACLU’s mission and values.
• Committed to promoting diversity, equity, inclusion, and belonging.
• Open-minded and the ability to work with diverse individuals in a welcoming, culturally competent manner.
• A minimum of 5 years of professional experience in philanthropy is preferred, 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.
• Successful experience converting donors/prospects into major donors and experience soliciting special, multi-year campaign commitments and planned gifts.
• Proficient 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.
• Experience working across departments to create communication/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.
• Exceptional 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.
• Ability to travel within Tennessee and work occasional evenings, weekends, and irregular hours.

Bonus Points

• Understanding of Tennessee’s philanthropic community.
• Experience with advocacy or community-based nonprofit organizations.
• CFRE or relevant credentials.
• Experience soliciting 501(c)4 non-tax-deductible gifts a plus.
• Proficient in Salesforce.

COMPENSATION

The Director of Philanthropy will receive a starting salary between $90,000-100,000 with an offer based on individual experience and abilities. Excellent benefits, including a wellness stipend, 100%-employer premium paid medical, dental, vision, life, and long-term disability insurance; 401(k) Plan including up to 5.5% employer contribution; and paid sick, vacation, and holiday leave. ACLU-TN reserves the right to alter or eliminate employee benefit plans and programs. This position is full-time, salaried, and overtime-exempt under the Fair Labor Standards Act and applicable Tennessee law.

APPLY

If you’re excited about devoting your talents and skills to the ACLU of Tennessee, please submit your resume, letter of interest, and where you learned of this opportunity. All applications are processed through the American Civil Liberties Union of Tennessee Career Page (JazzHR). See their privacy policy.

Hiring Timeline

• Friday, July 21: Deadline to Apply
• Week of July 24: Phone Screens
• Week of August 7: First-Round Interviews
• September 5: Approximate Start Date

Phone calls will not be accepted. Priority will be given to completed applications received by the July 21 deadline.

ABOUT

ACLU-TN, the state affiliate of the National American Civil Liberties Union, is a private, non-profit, non-partisan public interest organization dedicated to defending and advancing civil liberties and civil rights
through advocacy, coalition-building, litigation, legislative lobbying, community mobilization, and public education.

ACLU has been a leader in moving freedom forward in Tennessee for over nine decades. In 1925, when John Scopes was arrested for teaching evolution in a Dayton, TN public school classroom, ACLU cooperating attorney Clarence Darrow defended him. In the era of segregation, ACLU spoke out for racial justice and the right to assemble, including representing Dr. Martin Luther King during the sanitation workers' strike in Memphis. In the wake of daily assaults on civil liberties and civil rights, ACLU-TN continues to show up and lead in the courtroom, at the Capitol, and in communities across the state to fight for criminal legal reform; voting rights; racial justice; LGBTQ equality and visibility; free speech; reproductive justice; and more.

ACLU-TN is an equal-opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of Tennessee encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction, or any other characteristic protected by applicable law. Black people; Indigenous people; people of color; lesbian, gay, bisexual, transgender, queer, non-binary, gender-nonconforming, and intersex people; women; people with disabilities; protected veterans; and formerly incarcerated individuals are strongly encouraged to apply.

ACLU-TN Tennessee makes every effort to ensure that its recruitment and employment practices provide all qualified persons, including persons with disabilities, full employment opportunities in all positions. ACLU-TN is committed to providing reasonable accommodations for applicants with disabilities. Please do not hesitate to inquire at jobs@aclu-tn.org if you need accommodations during the application or interview process.