DIRECTOR OF DEVELOPMENT

ACS has an immediate opening for a Director of Development who will play a key role in helping to raise annually $7.2 million. The Director will create, manage, and oversee fundraising strategies and build programs for corporate giving, national and regional event sponsorship, and membership. Working closely with the Vice President of Development and External Relations, and a small, dedicated development team, the Director will identify and cultivate corporate donors, oversee event sponsorship fundraising and direct membership drives. This position will be supported by an Administrative Assistant and Development Associate who assist the department overall and others as needed on the team.

This position has significant opportunity for contributing to the long-term financial sustainability of the organization and is an entrepreneurial position.

SPECIFIC ROLES AND RESPONSIBILITIES
- Create a robust corporate giving program while maintaining and expanding the small but important current donors.
- Expand sponsorship program throughout the country, including the annual national event (virtual and eventually back to in-person) that brings in significant resources for the organization.
- Supervise and create systems for tracking sponsorships, stewardship and reporting
- Lead the membership program, help to overhaul it and oversee membership drive campaigns with support from consultants to bring in new members.
- Create and manage related fundraising materials.
- Help to monitor and track reporting of success throughout the year.
- As part of the development team, help to manage donor database for relationship management, donor list-building, privacy and accuracy.

LEADERSHIP & MANAGEMENT
- Work as a thought partner with the Vice President of Development and others on the team
- Support the organization's board with fundraising, setting up donor meetings and networking with their contacts
- Maintain a solicitation/events calendar to ensure deadlines are met throughout the year.
- Help prepare presentations, briefings and reports for volunteers and internally for staff.
- Help to manage and provide leadership to development support staff.
- Bring new ideas to areas of work; provide thought leadership to the department.

CORE COMPETENCIES

- Business Development or 4+ years plus in nonprofit fundraising.
- Bachelor's Degree required;
- Ability to motivate and work well with volunteers, including board members.
- Strong computer skills including Word, Excel, PowerPoint and other Apps.
- Proficient in donor database program Sales Force a plus.
- Proven track record of meeting and exceeding goals.
- Demonstrated leadership abilities and strategic thinking.
- Highly organized.
- Ability to prioritize big picture ideas and execute into tangible actions.
- Excellent written and oral communication skills.

- Demonstrated ability to present effective and compelling messages to individuals, groups and the public.
- Strong interpersonal skills and an ability to work with a diverse variety of individuals.
- Great relationship management and networking skills.
- Ability to self-start, set goals, and objectives and report progress on those goals.
- Ability to make decisions and provide input on development trends and best practices.
- Ability to work collaboratively and resolve problems.
- Detail oriented, highly organized and strong project management skills.
- Knowledge of progressive movement with a strong commitment to social justice and social change.
- Up to 20% travel out of state potentially (post-Pandemic).
- Ability to work evenings and weekends as fundraising events require.

BENEFITS
Competitive salary, health, vision, dental, life insurance. Paid holiday, vacation, and sick leave.

HOW TO APPLY
ACS values a diverse workforce and an inclusive culture. ACS 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, and veteran status.

Interested applicants should e-mail a cover letter, resume, and list of three work references (each as a PDF) to jobs@acslaw.org with the subject "Director of Development Candidate."