

ACS Seeks Assistant Director of Development

The American Constitution Society is currently seeking an Assistant Director of Development who will play a key role in helping to raise annually \$7.5 million+. The Assistant Director will create, manage, and oversee fundraising strategies and build programs for corporate giving, national and regional event sponsorship, and contribute to membership growth. Working closely with the Director of Foundation Relations, and a small, dedicated development team, the Assistant Director will identify and cultivate corporate donors, oversee sponsorships, which include many law firms, unions, and corporate donors, and collaborate with other departments on expanded membership. This position will be supported by a shared development associate who supports 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 that brings in significant resources for the organization.
- Supervise and ensure tracking sponsorships, stewardship and reporting are in place
- Create and manage related fundraising materials.
- Help to monitor and track reporting of success throughout the year.
- As part of 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 entire Development team.
- Support Fundraising Board Committee to set up donor meetings and networking with their contacts to meet their give or get commitments.
- 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 and with organizational colleagues.

Core Competencies

- Business Development or 5 years plus in nonprofit fundraising.
- 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.
- Ability to work evenings and weekends as fundraising events require.
- ACS requires COVID-19 vaccination of all employees that perform in-person job duties.

BENEFITS

- Salary range for this position is \$60,000 -70,000.
- Generous health, vision, dental, life insurance.
- Paid holiday, vacation, and sick leave.

HOW TO APPLY

Those wishing to apply should submit a résumé and cover letter (each as a PDF) to Morgan Washburn, HR Manager, at jobs@acslaw.org. Please include “ACS Assistant Director of Development Candidate” in the subject line.

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. Returning citizens are encouraged to apply.