

*Be Part of a Pivotal Moment in History.*

**Job Posting: Major Gifts Officer**

**Join Our Team at ACLU-MN**

The American Civil Liberties Union of Minnesota (ACLU-MN) seeks a Major Gift Officer (MGO) to join our team. This role is vital for our fundraising efforts, focusing on securing significant gifts to support our mission of protecting civil liberties.

**About Us:** For over 70 years, the ACLU-MN has been defending civil liberties. As we expand our staff, now is the perfect time to join our dedicated team.

**Role Overview:** The MGO will engage with individual donors to increase leadership gifts (\$5,000+) and planned gifts from supporters in Minnesota. This position is based in our Minneapolis office.

**Key Responsibilities**

**Donor Portfolio Management:** Manage a portfolio of 300 donors, each capable of giving \$5,000 or more. Set goals, develop strategies, and track progress.

**Donor Cultivation and Solicitation:** Research and qualify prospects, directly solicit major and planned gifts, and create unique cultivation opportunities.

**Communication and Collaboration:** Communicate compellingly about the ACLU-MN's mission, partner with national colleagues, and stay informed about programmatic priorities.

**Essential Skills**

- Strong self-motivation, initiative, and follow-through.
- Ability to collaborate with diverse communities.
- Excellent interpersonal and communication skills.
- Friendly, cooperative, and flexible.

**Education and Experience**

- Minimum of three years of professional work experience, preferably in non-profit development.
- Direct experience soliciting and stewarding major gifts is ideal.
- Commitment to civil liberties and the ACLU-MN's mission.
- Proficiency in Microsoft Office.
- Strong interpersonal skills and enthusiasm for building relationships.
- Ability to work occasional evenings and weekends and travel within the state.

**Physical Requirements**

- Prolonged periods of sitting and working on a computer.
- Ability to lift up to 15 pounds occasionally.
- Valid driver's license and access to reliable transportation.

Join us at the ACLU-MN and be part of a team dedicated to protecting civil liberties for all. For more information, visit our website: [Career Opportunities](#)

**COMPENSATION RANGE:** \$60,000 - \$75,000.

Benefits include medical and dental insurance, employer contribution to 401(k) plan, paid vacation, 16 paid holidays and sick leave, long-term disability, and life insurance.

This role is part of the Minnesota Newspaper & Communications Guild - CWA local 37002 bargaining unit.

**TO APPLY:**

**Please click on the link below for an application.**

[Click here to apply](#)

To be included in the application:

Be prepared to upload. (All attachments should be in Word or .pdf format):

- Letter of interest
- C.V./Resume
- Diversity, Equity, and Inclusion Statement (A summary - 800 words to 1 page) of your values, experiences, and capabilities related to diversity, equity, and inclusion.)
- Three professional references (relationship, email address, and phone numbers).
  - Your references will not be contacted unless you are a finalist for the position.

Applications will be accepted until the position is filled.

**ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU 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.**

**The ACLU employs affirmative action strategies in its recruitment and employment efforts to ensure that persons with disabilities have full employment opportunities in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact [jburman@aclu-mn.org](mailto:jburman@aclu-mn.org). Correspondence sent to this email address unrelated to requests for accommodations will not be reviewed. Applicants should follow the instructions above on how to apply.**