



Development Fellow 2025 - 2026

The American Civil Liberties Union of Hawai'i ("ACLU-HI") works to dismantle systemic injustice and protect the civil liberties for all through legal, political, and educational efforts. The ACLU-HI is building a strong development team and is seeking a self-motivated, organized, talented candidate with experience in writing, research, and client or donor engagement to serve as our **Development Fellow**.

The ACLU-HI seeks an early career graduate interested in working in the nonprofit sector for a one-year Development Fellowship to start in October 2025, with the option to extend for a second year. The Fellowship offers a unique opportunity to gain experience building a development program, learning the science and art behind successful fundraising and nonprofit effectiveness, gaining fundraising and nonprofit strategy experience, and working with leading civil liberties advocates on exciting and rewarding matters in a supportive environment. The Development Fellow will report directly to the Development Director and work collaboratively with members of the executive, policy, development, and legal staff.

Position Overview

Title:	Development Fellow
Term:	1 year (one-year extension possible, subject to funding)
Location:	Honolulu, Hawai'i
Deadline to Apply:	September 22, 2025 (or until position is filled)
Expected Start:	October 27, 2025 (or sooner)
Supervision:	Reports to the Development Director
Classification:	Full-time, Exempt
Salary:	\$60,000 USD

Essential Job Functions

- Assist the Development Director in building innovative strategies to develop and grow the ACLU-HI's fundraising program across Hawai'i
- Manage grants process from initial prospecting activities, to initial application processing and submission, upon award(s), during compliance reporting, and through overall stewardship

- Establish and maintain collaborative relationships with ACLU-HI staff, board members, volunteers, donors, stakeholders, and community partners
- Identify and implement innovative solutions to streamline fundraising processes and impact across the prospect/donor experience
- Coordinate logistics for development-led interdepartmental processes and meetings, and donor/member events
- Assist in drafting, reviewing, and editing donor/member communications that advance the vision, priorities, goals, and initiatives of the ACLU-HI
- Log and track gifts to the ACLU-HI in the CRM database
- Assist in annual budget and gift reconciliation processes
- Participate in collaborative planning and discussion with internal staff and departments to maintain current knowledge of the ACLU's programmatic priorities and issues; apply subject matter expertise to grants development and written projects and priorities accordingly
- Work collaboratively with internal staff and departments to advance fundraising and public education initiatives for ACLU priorities
- Establish and maintain collaborative communications and effective working relationships with supporters, volunteers, and other public advocacy stakeholder interests as part of ongoing external relations efforts

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.

Required Qualifications:

- Demonstrated support of ACLU-HI's mission and values.
- Commitment to community and understanding of how to advance justice and other forms of equity in all aspects of the job.
- Knowledge and experience using Microsoft tools and other digital platforms, and a demonstrated ability to adapt to new technologies as needed.
- Excellent communication skills, both written and oral.
- Ability to follow oral and written instructions.
- Experience doing external, client, or donor engagement, including private conversations, events and projects.
- Ability to speak about organizational priorities to individuals and small groups.
- Ability to engage communities with diverse backgrounds or knowledge bases, including ACLU-HI supporters, volunteers, and coalition partners and community groups, with enthusiasm, professionalism, empathy and respect.
- Ability to prepare, and maintain reports, documentation, and records.

- Excellent relationship-building skills and experience working with partners to collaboratively achieve common goals, build trust, share responsibility and credit, and navigate and resolve conflict.
- Ability to think proactively, anticipate and analyze challenges, cope and respond strategically to stressful situations, and take initiative to change course quickly when required.
- Ability to manage multiple priorities to ensure that deadlines are met.
- Strong project and data- and time-management skills, including developing and adhering to timelines and deadlines, tracking progress on goals, and managing and prioritizing multiple responsibilities.
- An absolute commitment to the highest ethical and professional standards.
- Bachelor's degree in journalism, public relations, marketing, communications, English, political science, business, or related field; OR
 - Associate's degree in the above listed fields with two (2) years of professional experience; OR
 - Four (4) years of experience in an administrative capacity; OR
 - Equivalent combination of education, training, and/or experience.

Desired Qualifications:

- Holding or currently pursuing a Master of Business Administration degree.
- Demonstrated commitment to civil rights, civil liberties, and ACLU-HI's mission.
- Working knowledge of Hawaii's political, social, and cultural landscapes.
- Experience in a non-profit or similar public advocacy environment.
- Knowledge of and familiarity with Customer Relations Management software and tools; experience with Salesforce is a plus.
- Ability to synthesize data from a variety of sources to produce clear, well-organized, persuasive, and accurate information
- Skill in using logic and reasoning to identify the strengths and weaknesses of processes, alternative solutions, conclusions, or approaches to problems
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays, or unexpected events
- Commitment to social change through successfully bringing people into an organization's mission to donate their time, wealth, expertise.
- A positive, professional attitude with sound judgment, flexibility, determination, and good humor in a fast-paced, sometimes high-pressure office.

Working Conditions

- Exempt employees should be reachable Monday-Friday, 8:30 a.m. to 5:30 p.m.; minimum of three days a week in-office and an option of two days a week remote
- The following physical demands and work environment conditions represent those required and encountered by an employee to perform essential job

functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions:

- Input information into a computer for long periods of time
- Periodically work extended hours, including evenings, weekends, holidays
- Travel across the state of Hawai‘i as needed

Benefits

Time-Off:

- Staff receive 14 days off for holidays, 5 floating holidays per calendar year, 18 paid-time-off days their first year; 24 days their second and third year; and 30 days in their fourth year and beyond.

Insurance

- 100% paid employer-provided health insurance (medical, dental, drug and vision); long-term disability; 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, staff will receive one paid opportunity to travel off-island for an approved professional development convening, per fiscal year.

How to Apply

1. Email these materials to jobs@acluhawaii.org with “Development Fellow” in the subject line.
2. Cover Letter (maximum: 2 pages)
 - a. How do your experience and skills qualify you for this position?
 - b. Why are you interested in working at the ACLU of Hawai‘i?
3. Resume or CV (maximum: 2 pages)
4. Two Writing Samples (maximum: 10 pages each)
5. Three References (two must be former supervisors)
 - a. For each, include: name, job title, direct phone number, and email address

ACLU-HI undertakes inclusive strategies in its recruitment efforts to ensure persons with disabilities have full opportunities for employment. We encourage applicants who may need accommodations in the application process to contact hr@acluhawaii.org.

ACLU-HI is an equal opportunity employer. We value a diverse workforce and an inclusive culture. It is our policy to employ qualified people without regard to: ethnicity; 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.