



March 30, 2018

IMMEDIATE OPENING - Applications due by April 23, 2018

Development Director

CASA of Santa Cruz County is non-profit organization that recruits, trains, and supervises volunteers to advocate for children and youth in the foster care system. Over the past 25 years CASA has trained over 1, 200 volunteers and provided advocacy, stability, and hope to thousands of children who are in foster care.

POSITION:

Reporting to the Executive Director, the Development Director is responsible for designing and executing a comprehensive and diversified fundraising plan which includes annual giving, major gifts, special events, grants, corporate and service-group giving, planned giving, and e-philanthropy. S/he is also responsible for collaborating with the Outreach and Recruitment Manager to ensure consistent messaging and communication through its marketing, advertising, website, social media, and other fundraising and outreach materials to effectively communicate the mission of CASA and the goals of the organization. The candidate should possess outstanding writing, organizational, and communication skills to build strong relationships with donors, volunteers and other stakeholders in order to maintain and increase financial support for CASA. The Development Director is part of the Management Team and works in close collaboration with the Executive Director, Staff, and Board. CASA's annual operating budget is \$1.2M.

RESPONSIBILITIES

- Work with the Executive Director to establish fund development and communication goals.
- Develop comprehensive annual fundraising plans that fulfill CASA's Strategic Plan and priorities.
- Manage and implement all aspects of the development program, including annual giving, major gifts, special events, private grants, corporate and service group giving, planned giving, direct mail, and e-philanthropy as well as management of donor stewardship and recognition programs.
- Oversee planning, coordination, and facilitation of major fundraising events and smaller third-party hosted events; direct and supervise the work of the part-time events coordinator.
- Collaborate with staff, board and stakeholders to identify major gift prospects including individuals, corporations, and foundations, developing appropriate cultivation plans and making direct solicitations.
- Oversee preparation of donor communications, donor and prospect tracking acknowledgements, and funding reports as required.
- Collaborate with Management Team to plan and execute a communications program that ensures that the CASA story is highly visible throughout the community and that its message is clear, consistent, and compelling.
- Write informational materials, including press releases, key messaging, the annual report, brochures, e-newsletters, and provide input for social media and website content.
- Perform other duties as may be assigned by the Executive Director.

MINIMUM QUALIFICATIONS

Bachelor's degree and five years paid professional experience in both fundraising and communications. An equivalent combination of work experience and education may be acceptable in fulfillment of these minimum requirements. Candidates must demonstrate quantifiable experience in: charitable fund development, including major gifts; excellent public speaking and written communication skills; excellent organizational skills with a capacity for attention to detail; strong networking ability and exceptional interpersonal skills; demonstrated success in creating positive working relationships with donors, funders, volunteers, boards, auxiliaries and the greater community; ability to manage multiple tasks simultaneously; computer literate with knowledge of donor databases and e-philanthropy systems, and; a team player.

ADDITIONAL REQUIREMENTS

- Demonstrated project management, relationship building and organizational skills
- Able to work in the evening or on weekends as required.
- Completion of background screening process (i.e. DMV check, FBI, Department of Justice (DOJ), CACI (Child Abuse Central Index), and, upon hiring, successfully complete 35-hour CASA training
- Demonstrated ability to maintain confidentiality.
- Meet the physical demands and successfully perform the overall duties and responsibilities of this job. While performing the duties of this job, the employee is regularly required to stand, walk, drive, and sit at a desk for up to 8 hours per day, type on computer and use the telephone. The employee must be able to lift and/or move up to 30 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the overall duties and responsibilities. Vision may be corrected within normal range.

SALARY AND BENEFITS

Exempt Position/Full time: 40 hours/week (some evening and weekend work)

Benefits: Paid medical, dental, vision & life insurance for employee; 20+ days paid time off (PTO) plus observed holidays; 403b retirement plan with employer contributions after 1 year

Salary: Commensurate with work experience and education

HOW TO APPLY:

Send: (1) a resume; (2) a cover letter summarizing your qualifications, your interest in the position and your salary requirements; and (3) a list of three professional job references to:

ddposition@casaofsantacruz.org by **April 23, 2018**. No phone calls please.

CASA of Santa Cruz reserves the right to begin interviews as soon as qualified applicants' resumes are received.

To learn more about CASA go to www.casaofsantacruz.org. Our annual report is at <https://casaofsantacruz.org/what-we-do/annual-report.html>.

CASA of Santa Cruz County is an equal opportunity employer