

CASA of San Luis Obispo County (SLO CASA)

Job Description — Development Director

Reports to: Executive Director

Supervises: Event Coordinator and event volunteers

The Development Director reports to SLO CASA's Executive Director (ED) and is a member of the Management Team. The Development Director leads CASA's extensive fundraising work. S/he is expected to use her/his professional skills and judgment to work independently and strategically toward CASA's mission and its goal of establishing and maintaining a stable and diverse donor base and a high level of visibility in the community.

Responsibilities:

- Serve on CASA's Management Team, including by participating in weekly Management Team meetings.
- Personally exemplify CASA's core values of integrity and respect for all people, including by setting a positive and constructive tone in CASA meetings and other internal communication.
- Manage donor database.
- In collaboration with the ED and board, set and achieve multi-year and annual agency revenue goals for securing the organization's Board-approved budget.
- In collaboration with the ED, develop and oversee the income budget for individual, major, corporate and legacy gifts, grants, and special events.
- Prepare and submit timely monthly and annual service reports as requested by the ED.
- Together with the ED, prepare CASA's written fundraising requests, including foundation and government proposals.
- Together with the ED, develop and manage CASA's annual donor appeal.
- Oversee the preparation of program and financial reports to donors.
- Oversee compliance with grants and contracts, including tracking grant outcomes and deliverables.
- Together with the ED and board, identify and cultivate individual and corporate donors.
- Plan and execute CASA's fundraising events in collaboration with the Events Coordinator.
- Ensure that CASA's donor tracking systems are up-to-date and capture necessary data.
- Supervise Event staff and volunteers.
- Represent CASA at external meetings and other public events, as assigned.
- Assist ED with special projects, fund raising, and other duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Minimum Bachelor's degree in marketing, hospitality communications, PR, sales or related field from an accredited university or equivalent experience.
- Minimum 5 years of related work experience in fund development, marketing, communications and/or public relations. Experience in youth services, a plus.
- Minimum 5 years' experience in fundraising with a proven track record in donor identification, stewardship, cultivation and solicitation
- Demonstrated ability in donor and fund management.
- Experience with donor prospect management platforms preferred.
- Knowledge of San Luis Obispo community
- Proficiency in Microsoft Office 365
- Excellent public speaking, presentation, and writing skills.
- Superb organizational and time management skills.
- Ability to work independently.
- Ability to organize complex materials and manage more than one project at a time.
- Must work with a high degree of flexibility, accuracy, and attention to detail.
- Reliable personal transportation, valid driver's license, and state-required automobile insurance minimums.
- Detail- and results-oriented approaches to management and growth
- Writing, proof-reading and editing skills

Please send a cover letter and resume to mbernheimer@slocasa.org

Physical Demands and Work Environment The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- Minimal physical requirements to include walking, standing, sitting and/or standing at work desk;
- Able to lift and carry up to 25 pounds
- Must be able to work proficiently with computers and other office equipment.
- Must be able to pass a background check consisting of National Sex Offender, Criminal History and driving record check.

Equal Employment Opportunity SLO CASA is highly committed to diversity and a workplace environment that respects, appreciates, and values employees from all backgrounds; candidates of color are strongly encouraged to apply. SLO CASA is an equal employment opportunity employer. SLO CASA's policy is to not discriminate against any applicant or employee based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, or any other basis protected by applicable federal, state, or local laws. SLO CASA also prohibits harassment of applicants or employees based on any of these protected categories.