



## **Senior Development Manager**

### **Who We Are:**

Our Vision: To advocate for a child in the foster care system who has been abused or neglected and to get them into a permanent home safely, quickly and effectively.

Our Mission: We advocate for the best interests of abused and neglected children who are under the protection of the court. We dedicate our resources to recruiting, training, and supporting citizen volunteers in order to provide quality advocacy to as many children as we can.

CASA for Children (CASA) supports more than 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year nearly 1,000 children will benefit from their tireless and tenacious work.

We need people who are responsive to and understand the culture of poverty, who have lived or have professional experience partnering with communities of color, and who understand and are skilled in working with families and youth who are Black/African American, Latinx, Asian, Native American and/or LGBTQ+.

### **Where You Will Work:**

The CASA office located inside the Juvenile Justice Center 1401 NE 68<sup>th</sup> Ave., Portland, OR 97213

### **Who You Will Report To:**

Director of Development & Communications

### **Position Type:**

Full time, Exempt (salaried) Employee

Hybrid - after on-boarding & training 3 days a week in the office, option for 2 days a week remote

**Position Description:**

The Senior Development Manager (SDM) will provide key support and assistance to the development department of CASA for Children, specifically to the Director of Development & Communications (DDC). The SDM will be responsible for managing the administrative and record-keeping functions for the department as it relates to gift entry, record updating, donor acknowledgment letters, and reporting. In addition, the SDM will act as the department lead for fundraising events and support grants work including grant applications and reporting. In partnership with and supported by the DDC, the SDM will cultivate, steward, and solicit current and prospective individual, corporate and foundation donors. The SDM must be detail oriented and strategic, with a natural affinity for working with data and translating it to enable senior staff to maximize donors' potential.

In addition to the responsibilities outlined, the SDM may be asked to perform other duties as requested by the Director of Development & Communications or Executive Director.

**Responsibilities include:**

- Create, maintain and update detailed donor records for all donations using Raiser's Edge; Ensure data integrity through accuracy in data entry, supporting staff with data entry training as necessary  
Produce timely and accurate gift acknowledgment letters and receipts for all gifts
- Provide relevant and accurate financial reports to inform strategy, campaigns, and initiatives and to support senior staff
  
- Provide logistical support, as requested, to development staff and directors by conducting prospect research, creating briefings, scheduling meetings and calls, and other administrative duties specific to the development function
  
- Act as department lead for fundraising events, including managing event partners and/or consultants responsible for the day to day work of planning the events, meeting reporting and preparation, and solicitation of sponsorship requests/auction or raffle items/etc/
- Coordinate production, outreach lists, and mailing for seasonal and year-end appeal letters
- Ensure all donor correspondence is polished, properly addressed, and error-free
- Personally solicit individual gifts
- Research, write and submit grant applications or reports, as requested
- Support CASA's Ambassador Board by assisting with annual planning, organization of effective meetings, and strategy for governance and fundraising

**Qualifications You Will Need:**

- 5+ years of forward facing development officer experience in a non-profit organization including data management, direct solicitation, and grants management
- Previous success in soliciting individuals gifts in at least the 4 figure \$ range
- Must be analytical and technologically proficient. High competency in database management. Experience with Raiser's Edge, Greater Giving and similar databases preferred
- Excellent follow through skills
- Strong event management skills with attention to logistical details
- Excellent written, verbal and interpersonal communications skills with the ability to successfully work with individuals with diverse backgrounds
- Ability to organize time effectively, establish priorities, meet deadlines, and manage a large number of tasks while maintaining strong attention to detail
- Strategic mindset to help the Director of Development & Communications continue to further the focus of the department away from events fundraising to a donor-centric revenue model
- Solutions driven with an ability to anticipate potential problems in advance
- Entrepreneurial in nature: creative, self-starting and oriented toward action and results
- Strongly Proficient in MS Office – Word, Excel, PowerPoint
- Commitment to professional ethics in working with highly confidential, sensitive information
- A commitment to advancing and modeling diversity, equity and inclusion, including helping to nurture a respectful and supportive work environment

**Qualities We Are Looking For:**

- ✓ Compassionate
- ✓ Team player
- ✓ Flexible
- ✓ Critical Thinker
- ✓ Solution-Oriented
- ✓ Resilient

**Other Things You Will Need:**

- Successfully complete criminal justice and DHS abuse registry background checks.  
*(Note: CASA checks the criminal background of potential volunteers and employees in an effort to create a safe environment for staff, volunteer advocates and for the children we*

*serve. Having a criminal record may not be an automatic disqualifier. CASA evaluates the results of each background check on a case-by-case basis for context and relevance to this job.)*

- Proof of U.S. residency
- Complete CASA's "Knowing Who You Are" training in your first six months of employment

**Your Salary and Compensation:**

Starting range for this position is \$65,000-\$70,000 depending on experience (based on 2080 full time hours). Compensation includes a benefits package with medical (including mental health coverage), employee assistance program, dental, and disability insurance, retirement plan, and a generous paid time off and holiday schedule to support work/life balance.

**How You Can Apply:**

Send your resume, cover letter and writing sample to [jobs@casahelpskids.org](mailto:jobs@casahelpskids.org) noting **Senior Development Manager. Writing sample should be the narrative of a short grant application you have previously submitted or a direct appeal.** Please let us know where you heard of the opening so we can gauge the success of our outreach efforts. Applications are reviewed as received, so apply early for the greatest consideration. **The closing date is September 1, 2023.** We prefer not to receive phone inquiries.