



Development Coordinator

Who We Are:

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

Our Vision Statement: We imagine every child thriving in a permanent, safe, and nurturing family.

Our Values Statement: We strive to uphold in every action and interaction: compassion, commitment, integrity, inclusivity, justice, equity and respect.

CASA for Children supports more than 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused and neglected children under the court's protection and in foster care. This year over 1,100 children will benefit from their tireless and tenacious work.

CASA is deeply committed to advancing diversity, equity and inclusion at every level. We seek applicants who share that passion, who have lived and/or professional experience advancing equity, and who will help us as a dominant culture organization continue to learn and grow

Where You Will Work:

1401 NE 68th Ave., Portland, OR 97213

Who You Will Report To:

Assistant Development Director

Position Type:

Full-Time, Non-exempt (hourly)

Years of Experience:

1+ years of paid or volunteer experience

Position Description:

The Development Coordinator represents CASA in a professional manner in the community. They are a detail-oriented, articulate, self-directed and highly motivated individual. The Coordinator oversees and provides lead administrative and data entry support to the Development Department, understands and responds effectively to the needs of the individual donors, and serves as an important liaison with the community.

Things You Will Get to Do:

Database Administration

- ✓ Record and acknowledge all incoming donations in an accurate and timely manner.
- ✓ Help to maintain development database, including, but not limited to: entering/updating contact information, constituent codes and donor attributes and inputting in-kind donations
- ✓ Identify significant donor trends and alert Director of Development to pertinent donor milestones, updates, etc.
- ✓ Create donor, campaign, etc. reports as requested by Directors and Assistant Development Director.
- ✓ Provide accurate and appropriate constituent information for mailing projects.
- ✓ Assist in creating competency and protocol in updating donor records, adding relevant updates, etc.
- ✓ Oversee annual grant deadline tracking in database.
- ✓ Implement annual database clean-up/audit.

Marketing/Communications

- ✓ Manage Constant Contact or similar database for all agency e-communication.
- ✓ Assist the Development Director in the writing, editing and data gathering for the annual report.
- ✓ Develop, write and distribute quarterly e-newsletter.
- ✓ Develop event and general fundraising collateral.
- ✓ Update content on CASA's website and social media accounts.
- ✓ Produce original content and design layout.
- ✓ Produce press releases updating the community on CASA's work.
- ✓ Coordinate marketing/communications efforts in support of CASA recruitment and outreach efforts.
- ✓ Monitor and archive CASA appearances in press and media outlets.
- ✓ Assist in development of annual marketing and communication strategies.

Events

- ✓ Assist the Development team in all aspects of coordinating fundraising events including planning, printing, disseminating information and invitations, tracking responses, executing events, generating income and expense reports, and communicating with other members of staff across the organization.
- ✓ Produce marketing content for internal and external audiences.
- ✓ Manage collateral production, including programs, catalogues, and signage.
- ✓ Manage all website sponsorship and marketing content and updates.
- ✓ Manage Give!Guide efforts, promotion, reconciliation and acknowledgements.
- ✓ Manage 1,000 Thank Yous appreciation event including collateral creation, invitations, RSVPs, awards, promotion and volunteer management.
- ✓ Manage CASA Night with the Winterhawks event including collateral creation, invitations, RSVPs, promotion and volunteer management.
- ✓ Manage Columbia County fundraising event including collateral creation, invitations, RSVPs, guest speakers, promotion and in-kind donor procurement.
- ✓ Coordinate all marketing efforts to promote events across social media and Constant Contact.
- ✓ Manage one-time community engagement and fundraising events.
- ✓ Recruit, communicate relevant details and coordinate volunteers on day of events.

Other

- ✓ Co-manage Development Intern(s) with Assistant Development Director
 - Screen resumes, assist with interviews, complete reference checks
- ✓ Assist Development Director in creating and updating Board of Director annual fundraising matrix and other supporting documents
- ✓ Assist Development Director in annual donor engagement efforts, including tracking donor capacity, creating individualized goals for donor groups, and tracking lapsed donors.
- ✓ Support Assistant Director of Development with Ambassador Board related tasks, including attending meetings as needed
- ✓ Develop annual donor acknowledgment/outreach plan and strategies.
- ✓ Research potential foundation/corporate/individual donors.
- ✓ Monitor your daily work and use task lists to drive your behavior.
- ✓ Other duties as assigned.
- ✓ Some after hours and weekend hours required.

Qualifications You Will Need:

- ✓ Take responsibility for details being completed in a timely manner and avoid last minute chaos.
- ✓ Excellent written, verbal and interpersonal communications skills with the ability to work with individuals with diverse backgrounds.
- ✓ Ability to organize time effectively, establish priorities, meet deadlines, and manage a large number of tasks.
- ✓ Proficient in MS Office – Word, Excel, Publisher.
- ✓ Working knowledge of InDesign, Raiser's Edge & Wix (or other website platform) preferred.
- ✓ Comfortable in a database environment.
- ✓ Knowledge of how to complete a mail merge in Word.
- ✓ Commitment to professional ethics in working with highly confidential, sensitive information.

Qualities We Are Looking For:

- ✓ Kind
- ✓ Compassionate
- ✓ Strength-Based
- ✓ Flexible
- ✓ Critical Thinker
- ✓ Solution-Oriented
- ✓ Lifelong Learner
- ✓ 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*). Your background will be evaluated based on the specific position you are applying for.

Having a criminal record may not be an automatic disqualifier. CASA evaluates the results of

each background check on a case-by-case 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:

This position starts at \$35,360 (based on 2080 full time hours at \$17/hr). 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 and cover letter to jobs@casahelpskids.org noting **Development Coordinator**. 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 close date is **November 6, 2019** but if we find really qualified people, a candidate pool could be chosen sooner. We prefer not to receive phone inquiries.



CASA For Children, Inc.

Summary of Benefits 2019-20

Medical & Dental Benefits, plan year 6/1-5/31

CASA offers four medical plans (which include mental and behavioral health coverage) from Kaiser Permanente and one dental plan from Guardian Dental. *CASA pays 100% of employee premiums for those working 30+ hours per week for the base plan. Part-time employees will be offered a stipend equivalent of 50% of the medical/dental premium. Employees may cover spouses and dependent children under CASA's group policy at their own expense.*

- **Medical - Kaiser HMO**
 - Office visits - \$35 Deductible - \$2,000 Out of Pocket max - \$5,400
 - Prescriptions - \$15/\$30/\$50 for generic, preferred, non-preferred, specialty 20% coinsurance
 - Preventive care/screening – no charge Co-insurance – 20%
- **Medical – Kaiser Added Choice PPO** – with slightly higher co-pays and deductibles, you are able to use providers outside the Kaiser network. **Employees are responsible for a portion of the monthly premium with this plan.*
- **Medical - Kaiser High Deductible Plan (Health Savings Account)**
 - Office visits – 20% co-insurance (regular, specialist) Deductible - \$2,700 Out of Pocket max - \$5,400 CASA pays \$30/per month into the plan if elected
 - Prescriptions - \$15/\$30/\$50 for generic, preferred, non-preferred, specialty 20% coinsurance
 - Preventive care/screening – no charge Co-insurance – 20%
- **Medical –Kaiser Low Deductible Plan**
 - Office visits - \$20 (regular), \$30 (specialist) Deductible - \$500 Out of Pocket max - \$2,000
 - Prescriptions - \$15/\$30/\$50 for generic, preferred, non-preferred, specialty 20% coinsurance
 - Urgent care - \$45 **Employees are responsible for a portion of the monthly premium with this plan.*
- **Dental through Guardian Dental**
 - Office visits - \$0 Deductible - \$50 Annual plan max - \$1,000
 - Preventative – 100% covered (cleaning, x-rays. Fluoride treatments)
 - Basic – 80% covered Major – 50% covered \$1,000 annual benefit maximum

Vision Plan, plan year 6/1-5/31

VSP is a supplementary vision care provider. CASA pays 50% of the monthly premium. All regular

- WellVision Exam - \$10 co-pay for every plan year
- Prescription Glasses – \$15 co-pay, every plan year
 - Lenses – Single vision, lined bifocal/trifocal lenses (included), Progressive/custom lenses (\$55 - \$175), every plan year
 - Frames– annually \$180 allowance, 20% savings on amount over your allowance, \$100 Costco or Walmart allowance
- Contacts (instead of glasses) - \$0 – co-pay, \$150 allowance for contact, contact lens exam (fitting/evaluation)

Life Insurance/AD&D, Short-Term Disability, Long-Term Disability, plan year 6/1-5/31

Coverage is provided through MetLife. All regular employees working at least 30 hours per week are eligible after 90 days of employment. *CASA pays 100% of premium.*

- **Life/AD&D** - \$25,000 term life insurance benefit and AD&D benefits
- **Short-Term Disability** – After 14 days of total or partial disability, the monthly benefit is equal to 60% of the first \$1,666.67 of employees' pre-disability earnings up to a maximum of \$1,000/wk or 13 weeks of disability.
- **Long-Term Disability** - After 90 days of total or partial disability, the monthly benefit is equal to 60% of employees' monthly pre-disability earnings to a maximum of \$3,000. Benefits are payable for up to 60 months.

Retirement

CASA's retirement plan is managed through ADP TotalSource with 21 different fund options available. Eligibility: at six months of continuous employment for both part-time and full-time employees.

401(k) Tax Deferred Annuity Retirement Plan:

Employees are automatically enrolled in CASA's 401(k) Retirement Plan at the minimum contribution rate with online access to make changes and manage their account. Employees are eligible for the plan the first of the month following six months of continuous employment. CASA will match employee contributions dollar for dollar up to 5% of annual salary. The employer match is made with each semi-monthly payroll. Employees are fully vested in the plan after 3 years of employment.

PAID TIME OFF

CASA awards all paid time off at the beginning of the fiscal year according to employees' tenure. 40 hours can be carried over to the next fiscal year. Hours are based on full time employees. Part-time employees receive prorated hours.

- 0 – 2 yrs = 20 days (160 hours)
- 2+ - 3 yrs = 21 days (168 hours)
- 3+-4 yrs = 22 days (176 hours)
- 4+-5 yrs = 23 days (184 hours)
- 5+ yrs = 25 days (200 hours)

COMPASSIONATE PTO BANK

Any PTO in excess of the 40 hour maximum is moved to a PTO Bank to hold for employees experiencing unexpected or catastrophic incidents that would otherwise require unpaid time.

Holidays/Other Days – Total of 19 Days

CASA offers 15 paid holidays a year, Birthday off, 3 additional days around calendar year-end

Mileage reimbursement for travel on behalf of CASA (outside of commute)

Paid at the 2019 IRS rate of .58/mile

This document is provided as a summary only. Specific details and guidelines for each plan are available through the summary plan documents and may change periodically.