



## **Assistant Director of Development**

### **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 over 1,050 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 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 - 3 days a week in the office, option for 2 days a week remote

### **Position Description:**

The Assistant Director of Development (ADD) will provide key support and assistance to the Director of Development & Communications. The ADD will have their own fundraising portfolio to cultivate and solicit, consisting of both current donors as well as new prospects, and it will include a combination of individual, corporate and foundation donors and prospects in the 4 figure to low 5 figure \$ range. Successful stewardship will include writing grant applications where appropriate.

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

### **Responsibilities include:**

- ✓ 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
- ✓ Assist Director of Development & Communications with department funding strategy
- ✓ Create strategy for and manage the YE Appeal
- ✓ Personally solicit individual gifts \$10k and under
- ✓ Research, write and submit grant applications where appropriate for role's fundraising portfolio
- ✓ Oversee and manage gift acknowledgement process
- ✓ Manage CASA Ambassador Board. Assist this board in strategy for governance and fundraising
- ✓ Assist with sponsorship asks related to special events

*Work to achieve a personal portfolio fundraising goal developed each fiscal year in relationship to the annual organizational budget and with strategy input from: 1) Director of Development & Communications, 2) Executive Director and 3) Finance Director*

### **Qualifications You Will Need:**

- ✓ 5+ years of direct solicitation, forward facing development officer experience in a non-profit organization (ideally in a previous Assistant Director of Development role, though not a requirement)
- ✓ Ability to organize time effectively, establish priorities, meet deadlines, and manage a large number of tasks while maintaining strong attention to details
- ✓ Strategic mindset to help the Director of Dev & Comms continue to further the dep't focus away from events fundraising to a donor-centric revenue model
- ✓ Excellent written, verbal and interpersonal communications skills with the ability to successfully work with individuals with diverse backgrounds
- ✓ Previous success in soliciting individuals gifts in at least the 4 figure \$ range
- ✓ Previous success in writing grant requests for, at minimum, the low 5 figure \$ range
- ✓ Ideally will have managed YE or other appeals previously
- ✓ Previous supervisory or management experience of at least one colleague or more
- ✓ Solutions driven with an ability to anticipate potential problems in advance
- ✓ Entrepreneurial in nature: creative, self-starting and oriented toward action and results

- ✓ Demonstrated success in working collaboratively with others on a wide array of projects
- ✓ Coordination and project management skills, preferably with a non-profit organization
- ✓ Strongly Proficient in MS Office – Word, Excel, PowerPoint
- ✓ Commitment to professional ethics in working with highly confidential, sensitive information
- ✓ High competency in database management. Experience with Raiser’s Edge, Greater Giving and similar databases preferred
- ✓ 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 \$62,500 - \$65,000 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 and cover letter to [jobs@casahelpskids.org](mailto:jobs@casahelpskids.org) noting **Assistant Director of Development**. 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 **December 15, 2022**. We prefer not to receive phone inquiries.