



JOB TITLE: Development Director

STATUS: Full Time/Overtime Exempt

SALARY: \$65,000 – \$75,000 (DOE)

REPORTS TO: Executive Director

AGENCY MISSION: Through our volunteers, CASA of Marion County, Inc. advocates for abused and neglected children who need safe and permanent homes.

POSITION: The Development Director (Director) will oversee fundraising for CASA of Marion County. The Director will also assist with grants, event planning and donor relations. This position includes cultivating and soliciting current donors as well as new prospects, and it will include a combination of individual, corporate and foundation donors and prospects. In addition to the responsibilities outlined below, the Director may be asked to perform other duties as requested by the Executive Director. We are enhancing our ability to serve more children in the foster care system. We are in search of dynamic, thoughtful, and persistent individuals who are passionate about changing the lives of children. Ideal candidates will understand the importance of family as well as the impact of trauma. They will also share our diversity, equity, and inclusion journey through personal learning.

RESPONSIBILITIES:

- 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 Executive Director with all funding strategy including managing annual fundraising appeals
- Personally solicit individual gifts and event sponsorships
- Assist with project development, grant compliance, required and supplemental reporting, and oversight of expenditures and project progress.
- Oversee and manage gift acknowledgement process and database recording of all gifts.
- Create social media, marketing, communications, and newsletters for CASA
- When appropriate, submit requests for reimbursement
- Ensures that resources are used in accordance with any restrictions placed upon them including timely tracking of funding and temporarily restricted net assets by program/account
- Provides finance support for special events, monitors event receivables, manages reconciliation of event revenue in accordance with internal control policies
- Participate in CASA's community engagement events as requested.

EMPLOYEE DEVELOPMENT:

- Attend advocate in-services, conferences, seminars, trainings and other meetings as directed

DESIRED QUALIFICATIONS

- 2+ years of direct solicitation, forward facing development officer experience in a non-profit organization
- Ability to organize time effectively, establish priorities, meet deadlines, and manage a large number of tasks while maintaining strong attention to details
- Strategic mindset
- Excellent written, verbal and interpersonal communications skills with the ability to successfully work with individuals with diverse backgrounds
- Previous success in soliciting gifts, grants and sponsorships
- 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
- Proficiency in Canva, DropBox, and 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

Other Qualities We Are Looking For:

- Compassionate
- Team player
- Flexible
- Inclusive
- Creative
- Artistic
- Growth mindset
- 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.)
- This position will include occasional evening and weekend hours

COMPENSATION AND BENEFITS:

- Compensation is commensurate with experience and includes a great benefits package with medical and dental coverage, 401(k) retirement plan, and a generous paid time off and holiday schedule to help with work/life balance
- **Reports to** Executive Director, subject to review after 90 days and annually thereafter.
- Hybrid work schedule possible pursuant to CASA Remote Work Policy
- End of year paid leave (typically last week of the year) in addition to PTO

TO APPLY:

Send cover letter, resume, and three professional references to execdirector@casamarionor.org. Position open until filled.