



Job Description

Position: Associate Director of Advancement

Reports to: Chief Advancement Officer

Hours: 40 hours per week/ Salary

Court Appointed Special Advocates (CASA) is a private, nonprofit organization. CASA provides a powerful voice for youth in the child welfare system through a unique one-on-one relationship with trained and supervised court appointed volunteer advocates. We work to ensure that these youth are safe, have a permanent home and an opportunity to thrive.

Description:

The Associate Director of Advancement reports to the Chief Advancement Officer (CAO) and is an integral part of the Advancement Team. The Associate Director of Advancement will hold a portfolio of small to medium size donors, maintain relationships and steward them appropriately. He/she will work closely with the CAO, Board, and all of the CASA staff to increase the breadth and depth of Advancement efforts in order to substantially expand CASA's capacity to serve the foster youth in Orange County in the coming years.

Responsibilities and Duties

- Work with the Chief Advancement Officer to determine goals, priorities, and policies as they relate to the Advancement Program
- Work with Advancement Team to meet annual organizational budgeting goals (\$3.3 million in the 2018-2019 fiscal year)
- Manage a portfolio of donors up to \$10,000; forecast, prepare and administer portions of the Advancement department budget
- Assist Team with the annual Advancement plan
- Supervise the Advancement Coordinator, and in so doing, oversee all gift entries and acknowledgements, and make sure they are executed and reconciled accurately
- Work to ensure donor stewardship is managed and make recommendations on appropriate actions and communications; manage thank you letters, phone calls and other activities as needed
- Prepare donor reports and analyze giving trends to help move Advancement strategies forward

- Work in partnership with Advancement Team to create a strategic moves-management prospecting system
- Identify and solicit new corporate donors
- Assist with a myriad of fundraising events, and help to solicit sponsorships when needed
- Prepare donor communications and execute tracking of donors and prospects
- Help prepare funding reports for Board and donors as required
- Manage and monitor annual direct mail campaign
- Assist Chief Advancement Officer as needed, and perform other duties as assigned to support Advancement objectives

Qualifications

- Bachelor's Degree or higher
- Two to five years of experience in fundraising for a nonprofit organization
- Experience with data entry and CRM database, Raiser's Edge experience preferred
- Commitment to CASA's work with abused and neglected children
- Outstanding interpersonal skills including the ability to maintain effective working relationships with staff, volunteers, donors and other stakeholders
- Excellent oral and written communications skills
- Positive, can-do attitude, team player
- Well organized and possesses a high capacity for attention to detail
- Ability to manage multiple activities simultaneously
- Valid driver's license and car insurance
- Contribute to a positive workforce

Benefits: Our team members are our family, so we help our team members care for their families. The rewards of joining CASA are extensive. We offer a comprehensive benefits package to all full-time employees. Here are some of the highlights:

- Healthcare/vision/dental insurance
- 403B
- Career development opportunities
- Generous time off package
- Team activities

To apply, please send resume and cover letter to: Rebecca Rader, Chief Advancement Officer (CAO): RRader@CASAOC.org