



600 Union Ave., Suite 204
Fairfield, California 94533
Phone: (707) 421-2272 Fax: (707) 474-3761
www.casasolano.org

JOB TITLE: COMMUNITY RELATIONS & DEVELOPMENT DIRECTOR
REPORTS TO: Executive Director
SALARY RANGE: \$70,000 – 80,000 per year DOE
STATUS: Full-time Exempt
BENEFITS: May include Health, dental, life insurance, 403b plan and more

The mission of the Court Appointed Special Advocates of Solano County (CASA) is to ensure that each abused and neglected child under the protection of the court has a consistent caring adult volunteer who helps them reach their full potential. CASA has a staff of 9 employees and approx. 125 volunteer advocates; the organization is governed by a 10-person (and growing) Board of Directors. www.casasolano.org

JOB DESCRIPTION: In active partnership with the Executive Director and Board, the Community Relations & Development Director will create, lead, and implement the organization's fund development strategy with the goal of diversifying and increasing event, individual donor and corporate/foundation grant revenues to build capacity and support the strategic direction of the organization. The Community Relations & Development Director will also work with the Executive Director, Board and volunteers to support outreach and fundraising for CASA of Solano County.

RESPONSIBILITIES:

Create, lead, and execute an effective fund development strategy.

- Collaborate with the Executive Director and Board of Directors on the creation of a fund development and cultivation plan which increases individual, foundation and corporate revenue to support strategic direction;
- Develop and manage timelines for various fundraising activities (donor, event, grants) to ensure strategic vision and critical fund raising processes are carried out in a timely manner;
- Prepare a quarterly fund development report to track progress against goals;
- Conduct the full range of activities required to prepare, submit, and manage, grant proposals to foundation, corporate and government sources;
- Program management with staff to track and evaluate progress against goals;
- Maintain and cultivate excellent relationships with individual donors and funders;
- Work with the Executive Director and Board to oversee the planning and execution of annual fundraising events and volunteer appreciation/donor thank you event;
- Identify and develop corporate sponsors, community and individual prospects for the organization's fundraising priorities;
- Oversee/supervise additional staff, where applicable, in support of the organization's fundraising and outreach goals; and
- Oversee the administration and accuracy of a donor mailing list and database that respects the privacy and confidentiality of donor information.



600 Union Ave., Suite 204
Fairfield, California 94533
Phone: (707) 421-2272 Fax: (707) 474-3761
www.casasolano.org

Support our team and network of programs

- Serve as a thought and resource partner to our staff, board and volunteers ; and
- Serve as a resource to the Executive Director on the implementation of special initiatives.

Promote the organization

- Foster active engagement of staff and board in strategies that support fund development and capacity building;
- Promote CASA of Solano County to our donors and funders and maximize public awareness of the fundraising activities;
- Design and distribute marketing and communication materials for development efforts; and
- Build relationships with community stakeholders to advance the mission and fundraising.

MINIMUM QUALIFICATIONS:

- 5+ years of experience as a successful development director with deep knowledge of and experience in building organizational capacity.
- 5 years event management, partnership development, and grant/donor solicitation writing experience.
- Bachelor's degree and/or equivalent years of relevant work experience.
- Demonstrated ability to work well with an engaged board and staff in achieving fund development goals; ability to engage, inspire and communicate effectively with a variety of individuals and constituents, including board members, individual donors, foundation representatives, network partners and other key stakeholders.
- Candidates must successfully complete the California Department of Justice, Federal Fingerprint and Child Abuse Index clearances; and possess a valid California Driver's License and provide proof of insurance. Social Security verification is also required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience at individual and major donor cultivation and retention.
- Proficient in Microsoft Office, Powerpoint and Word, including strong presentation skills.
- Attention to detail and accuracy.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of donor software and database applications; Donor Perfect (a plus).
- Ability and willingness to work in a team environment.
- Ability to stay highly organized and manage multiple projects with overlapping deadlines.
- Ability to develop project budgets, and development-related financial and database driven reports.
- Proven ability to plan and execute successful events.
- Experience and knowledge of child welfare, children, youth and family programs, domestic violence, positive youth development, policy development, or related fields highly desired.
- Experience and knowledge of regional funders, corporations and donors.
- Passionate about improving systems and practices that impact children, youth and young adults impacted by foster care.



600 Union Ave., Suite 204
Fairfield, California 94533
Phone: (707) 421-2272 Fax: (707) 474-3761
www.casasolano.org

WORKING CONDITIONS:

- Candidates must be able to travel occasionally to events, conferences, programs by car and occasionally fly on airlines.
- Some evenings and weekends required for events and other job related activities.

TO APPLY

Please send a resume and cover letter to jobs@casasolano.org. All applications will be treated with the utmost confidentiality.

CASA offers a competitive salary and benefits package commensurate with experience and skills. We are highly committed to diversity and a workplace environment that respects, appreciates, and values employees from all backgrounds.

***EEO Policy Statement:** Court Appointed Special Advocates of Solano County provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal law.*