



Job Description

Director of Philanthropy - CASA of Monterey County

Status: Full Time/Exempt

Reports to: Executive Director

Salary range: DOE

Comprehensive benefits including medical, dental, vision, life, PTO. 403 (b) available

Overview

The Director of Philanthropy is a dedicated professional who embodies the mission of CASA of Monterey County to garner robust support from the philanthropic community of Monterey County. The position adds value to the organization by creating and strengthening relationships with donors, acquiring new donors, creating diverse giving platforms for mission-focused donors whose interests align with CASA of Monterey County, and planning and organizing all fundraising activities.

Pivotal to success in this position is the opportunity to work with a talented Board of Directors for maximal impact. As a high level team member and motivator, the Director of Philanthropy provides strategies to maximize the potential of the fund development plan. Must be able to provide direction and training to team members and volunteers necessary to ensure success of events and campaigns.

The Director of Philanthropy ensures CASA of Monterey County's fund development strategies operate in alignment with its mission and in compliance with the highest standards of donor-centric best practices relative to donor cultivation, recognition, and stewardship and National CASA standards.

Primary Responsibilities

- Develop, build, and train staff/board members on the case for support.
- Develop, implement, and manage a 12-18 month written master plan for Fund Development with diverse streams of income including:
 - Research, identify, develop, and submit applications for public and private grant opportunities. Submit reports.
 - Prepare direct mail and related fundraising appeals (e.g. annual appeal, Monterey County Gives, , Friends of CASA) with mission focused themes and collateral.
 - Develop standards and metrics for managing effectiveness and benchmarks for success.
 - Grow major gift program including identification, cultivation, solicitation, closure and stewardship of existing and new major donors with a focus on gifts of \$25,000 and above.
 - Manage corporate and foundation relationships and facilitate sponsorship outreach and proposals, as needed for events and programs.
 - Oversee and grow diverse donor giving options, including but not limited to recurring giving, planned giving, vehicle donation, and employee match programs.
- Process donations and maintain a thorough donor acknowledgment and stewardship system.
- Meet consistently with prospective and active donors to establish strong relationships and effective communication.

- Act as Project Manager for signature fundraising and donor stewardship events, including planning, facilitating, and coordinating committees, and other event related priorities. Conduct post-event activities and analysis.
- Communications – ensure consistency in messaging across all communication platforms in coordination with the Marketing/Communications team
 - Prepare all fundraising collateral.
 - Ensure ease of use on website for online donations.
 - Contribute to quarterly newsletter.
 - Help develop social media posts relative to the case for giving.
 - Communicate effectively and persuasively.
- Manage fund raising database and tracking system.
- Provide financial analysis of all development programs and as requested, assist with budget preparation.
- Provide management support as needed.
 - Provide input related to performance evaluations for individuals and performance feedback for other collaborating teammates.
 - Undertake special assignments on behalf of CASA of Monterey County as requested.

QUALIFICATIONS

Education/Experience:

Bachelor's Degree or higher

CFRE desirable

Three to five years prior experience including:

- Exceptional communication skills – both written and verbal
- Demonstrated track record of successful donor relationship building and exceptional understanding of stewardship principles
- Excellent grant writing and reporting skills
- Experience in a 'small shop' organization
- Knowledge of and success managing broad scope of fundraising tactics including but not limited to annual giving, major gifts, and special events
- Ability to develop strategies and activities for donor cultivation, solicitation, and relations.
- Strong team leadership skills
- Excellent financial analysis skills and reporting capabilities

Demonstrate Ability to:

- Eloquently articulate the vision, mission, goals, and core values of CASA of Monterey County.
- Abide by and promote ethical fundraising standards
- Employ an impeccably gracious manner with donors, board of directors, and key volunteer solicitors
- Work closely with the CASA of Monterey County Board on fundraising initiatives
- Work closely with the Executive Director to develop continuity in philanthropy programs
- Provide leadership to the staff, board, and Philanthropy Committee
- Represent CASA of Monterey County at conferences, functions and speaking engagements throughout the service area, presenting a professional image and promoting CASA's value to constituents.

- Be results and people-oriented, excellent at follow through with a strong work ethic and superb attention to detail
- Take initiative and work independently in the absence of supervision.
- Utilize knowledge of planned/deferred giving tools/vehicles
- Offer progressive, successful experience in fundraising field
- Stay abreast of trends and avail self of professional development training/education

Basic Responsibilities (all positions):

- All staff must demonstrate proficiency with office equipment/technology necessary for success in their respective position.
- Excellent written communications and use of grammar
- Maintain confidential records and reports
- Interpret and adhere to administrative and organizational policies and procedures
- Comply with all required background checks
- Successfully complete the CASA Advocate Training program
- Be sworn in as an officer of the Monterey Superior Court

Physical working conditions:

- Evening and weekend hours may be required to meet donors and engage in community events
- Out-of-area travel rare, but travel within the county routine
- Frequently perform desk-based computer tasks, sit, and use a telephone, stand/walk.
- Occasionally light/fine grasping, lift/carry/push/pull objects that weigh up to 25 pounds, writing by hand.

License and Certificates:

- Certified Fund Raising Executive or comparable certification preferred, supplemented by an active professional affiliation (e.g. AFP)
- Possession of a valid California Motor Vehicle Operator's license
- Motor vehicle insurance with a declaration of automotive insurance as required

CASA of Monterey County is an equal opportunity employer, and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

Any person convicted of or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or CASA's program credibility, are automatically ineligible for employment with CASA of Monterey.

To apply, please send resume, cover letter and three references to Beth Wilbur, Executive Director at beth@casaofmonterey.org