



Development Manager Job Posting

Who We Are and What We Do: Founded in 1986, CASA for Children is Oregon's largest and longest serving CASA organization, representing Multnomah, Washington, Columbia, and Tillamook Counties and almost one-quarter of Oregon's foster children. Through training and mentorship, we empower community members to stand up for abused and neglected foster children and champion their best interests in court. We dedicate our resources to recruiting, training, and supporting volunteers in order to provide quality advocacy to as many children as we can.

Mission: CASA for Children strives to improve outcomes for children in foster care by recruiting, training, and supporting community volunteers to advocate for the best interests of children who have experienced abuse and neglect

Vision: We imagine every child thriving in a permanent, safe, and nurturing family

Values Statement: We strive to uphold in every action and interaction: compassion, commitment, integrity, inclusivity, justice, equity, and respect

Where You Will Work: The CASA office at – Multnomah County Office 1401 NE 68th Street
Portland, Oregon 97213

Who You Will Report To: Director of Development

Position Type: Full time, exempt (salaried) employee

Hybrid – This is an in-office position with flexibility for up to 16 hours of weekly remote work after 3 months of employment based on approval from supervisor. The weeks prior to and the week immediately following special events will require this position to be in-office full time.

Position Description: The Development Manager (DM) will provide key support to the Development Department of CASA for Children, specifically to the Director of Development (DD). The DM will be responsible for managing the administrative and record-keeping functions for the department including gift and grant tracking, data management using Raisers Edge, accurate and timely donor acknowledgment, and reporting. The DM will support the DD and a contracted grant writer in managing a robust annual grants program, and will be responsible for record keeping, reporting, and grant writing in some instances.

The DM will act as the staff liaison to CASA for Children's Ambassador Board, coordinating and supporting their regular meetings and fundraising endeavors. In addition, the DM will be responsible for coordinating fundraising events, vendors, in-kind donors, and sponsors. The DM must be detail oriented and strategic, with a natural affinity for working with data and translating it to enable senior staff to maximize donors' potential.

In addition to the responsibilities outlined, the DM may be asked to perform other duties as requested by the Director of Development or CEO.

Responsibilities Include:

Special Events

- Serve as department lead for fundraising events including overall coordination, budget development and monitoring of expenses, and detailed contract review
- Support event committees, manage contractors, and/or consultants
- Ensure current and accurate information is entered into fundraising and event software
- Planning committee and contractor meeting scheduling, agenda development, and reporting
- Solicitation of sponsorships, donations, or in-kind items used for events
- Event-related stewardship of donors and sponsors

Grants

- Maintain a master calendar of grants and prospects and all associated files and correspondence
- Tracking of grants in real time through complete cycle from research through reporting using Raisers Edge
- Support the drafting of proposals/LOIs, grant application narratives, and grant reports in collaboration with development and program staff, finance, and the contracted grant writer
- Bi-weekly reporting to internal grants team and finance

Administrative

- Ensure data integrity through consistency in data entry including updating gift processing and grant management procedures
- Ensure accurate and timely gift acknowledgement for all gifts
- Provide relevant financial reports to inform strategy and support senior staff
- Monthly income review and Raisers Edge reconciliation
- Scheduling and reporting for the Development & Communications Committee of the Board
- Providing logistical support as requested by conducting prospect research, creating briefings, scheduling meetings and calls, and other administrative duties specific to the development function
- Coordinate production, outreach lists, and details for development mailings in collaboration with the communications team

Ambassador Board

- Serve as staff liaison to CASA for Children's Ambassador Board.
- Assist with the annual planning, organization of effective meetings, and strategy for governance and fundraising opportunities.
- Scheduling, note-taking, and reporting for AB meetings.
- Support onboarding and offboarding of Ambassador Board members. ● Attend in-person Ambassador Board meetings.

Qualifications You Will Need:

- 3+ years of development experience in a non-profit organization, including data management, event coordination, and direct solicitation
- Previous success in soliciting sponsorships for events
- Experience with grants management and tracking preferred
- Must be analytical and technologically proficient. High competency in database management. Experience with Raisers Edge & Greater Giving
- Excellent written, verbal, and interpersonal communication skills with the ability to successfully work with individuals with diverse backgrounds
- Ability to organize time effectively, establish priorities, and meet deadlines
- Solutions driven with an ability to anticipate potential problems in advance
- Entrepreneurial in nature: creative, self-starting and oriented toward action and results
- Strongly proficient in MS Office - Word, Excel, and PowerPoint
- Commitment to professional ethics in working with highly confidential, sensitive information
- A commitment to advancing and modeling diversity, equity, and inclusion, including helping 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/Things you will complete upon hire:

- Successfully complete criminal justice and ODHS abuse registry background checks (Note: CASA evaluates the results of each background check on a case-by-case for context and relevance to this job)
- Proof of U.S. Residency
- Attend a court hearing
- Complete CASAs *"Knowing Who You Are"* (KWYA) anti-bias, cultural competency training in your first six months of employment

- Complete 12 hours of continuing education annually

Your Salary and Compensation: The starting salary range for this full-time position is \$65,000 - \$70,000 annually. Compensation includes our benefits package with medical, dental and vision coverage (including mental health) for which CASA pays 90% of the premium, OR an annual additional earnings stipend of ~\$8,764 with waiver of employer coverage. CASA also provides employer-paid life insurance, short/long term disability, and coverage of the employee portion (as well as employer portion) of Paid Leave Oregon required deduction

Special perks: Include a generous annual paid time off policy (PTO) that's awarded upon hire a calendar year-end holiday schedule to help with work/life balance (a total of 19 holidays given annually). In addition, 8 Wellness hours are offered each quarter. CASA provides a 401(k) retirement plan that matches employee deferrals dollar for dollar up to 5% of salary.

How You Can Apply: Send your resume and cover letter to jobs@casahelpskids.org noting **Development Manager**. Please also let us know where you heard of the opening so we can gauge the success of our outreach efforts. **Position is open until filled. Applications are reviewed as received, so apply by September 11th for priority consideration.** We prefer not to receive phone inquiries.