



Development Director Job Description

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 children who have experienced abuse and neglect 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

County Office Locations:

- Multnomah County Office 1401 NE 68th Street Portland, Oregon 97213
- Washington County Office: 230 NE 2nd Ave, Suite I, Hillsboro, Oregon 97124
- Columbia County, Tillamook County: Remote

Who You Will Report To: CEO

Position Type: Full time, Exempt (salary)

** This is an office position with flexibility for up to 16 remote work hours per week after 3 months of employment, and with approval from direct report (following orientation and onboarding)*

Position Description: The Development Director is responsible for oversight, proactive planning, and successful execution of a comprehensive fundraising program, and to position CASA for Children for future success and sustainability. Reporting to the CEO, the Development Director serves as a member of the leadership team that includes the CEO, CFO, CPO. The Development Director plays a key leadership role in ensuring that CASA for Children fulfills its mission, ensures a values-based organizational culture, and accomplishes its financial goals. The Development Director represents CASA for Children in a professional manner, consistent with the mission and values of the agency. They are a detail-oriented, articulate, self-directed, and highly motivated individual. We are particularly looking for team

members that prioritize anti-racism, anti-oppression, justice and healing.

Duties

- Develop and execute annual fundraising plans, incorporating cultivation, solicitation, and stewardship strategies across individual, corporate, foundation, and event income streams
- Partner with the CEO to strengthen philanthropic engagement and expand CASA for Children's network of supporters
- Work closely with the Board and act as the primary liaison for the Development & Communications Committee to align fundraising goals, initiatives, and expectations as they relate to board service and revenue generation
- Collaborate regularly with the communications team to support campaigns, communications, and collateral development
- Utilize donor databases, primarily Raiser's Edge, and related platforms effectively, supporting a culture of rigorous, consistent record keeping to ensure continuity and strengthen long-term donor and partner relationships
- Manage a robust annual grants calendar. Act as a primary grant writer and partner to our long-term, contracted grant writer; support CFO, CEO, and Data Quality & Outcomes Manager to ensure alignment on funding requests and deadlines
- Lead and mentor development staff, fostering a culture of creativity, accountability, and collaboration
- Build and manage systems for donor stewardship, prospecting, and pipeline development. Oversee the first-time donor journey and develop strategies for monthly giving, annual appeals, and donor retention. Maintain a personal portfolio of assigned major donors and prospects
- Track and regularly report to CEO and board on key performance indicators for philanthropy including donor retention, acquisition, and attrition rates
- Prepare CEO and board members for donor meetings by sharing important constituent information and strategy in advance of each meeting
- Provide strategic leadership for all fundraising events. Oversee all revenue and profit-generating activities of events, aligning them with overall agency goals.
- Build and maintain strong relationships with corporate partners, including a robust prospect pipeline for sponsorships, workplace giving and corporate engagement

- Represent CASA for Children in the community, at events and speaking engagements
- Other duties as assigned

Qualifications You Will Need:

- Minimum of 7 years of fundraising experience, ideally with experience soliciting and closing gifts of \$25,000+
- Proactive development leader with an established track record of building and increasing philanthropic revenue from diverse constituencies, including understanding of “best practices” in advancement
- Advanced user of CRM systems, ideally Raiser’s Edge
- Experience in the development and implementation of a broad-based fundraising program in 3 key areas: individual, corporate and foundation support.
- Significant expertise and knowledge of the local funding community is highly desirable
- Previous supervisory or management experience
- Excellent written, verbal, and interpersonal communications skills

Knowledge, Skills, & Abilities You Will Need:

- Create and maintain a team environment. Give and welcome feedback. Contribute to building a positive team spirit. Have the ability to build morale and group commitments to goals and objectives. Support everyone's effort to succeed. Assume the best of other people's actions
- Planning/Organizing: Strong organizational and time management skills. Ability to multi-task, set priorities, meet deadlines, and prioritize/plan work activities. Use time effectively - set goals and objectives and demonstrate independent timekeeping skills. Commitment to professional ethics in working with highly confidential, sensitive information

Other Things You Will Need:

- Successfully complete criminal justice and ODHS 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 for context and relevance to this job)
- Proof of U.S. residency

- Attend a court hearing
- Complete CASA's "Knowing Who You Are" 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 \$110,000 - \$115,000 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 Director**. Please also let us know where you heard of the opening so we can gauge the success of our outreach efforts. **Position closes at 5 pm on Friday June 5, 2026.** Applications are reviewed as received, so apply early for the greatest consideration. We prefer not to receive phone inquiries.