



## Senior Development Manager

**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 68<sup>th</sup> Street  
Portland, Oregon 97213

### Who You Will Report To:

Director of Development & Communications

### 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 hours after 3 months of employment. The weeks prior to and the week immediately following special events will require this position to be in-office full time.*

**Position Description:**

The Senior Development Manager (SDM) will provide key support to the development department of CASA for Children, specifically to the Director of Development & Communications (DDC). The SDM 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 SDM will supervise one full time Development and Communications Assistant, who also supports the DDC in her role as manager of communications. In addition, the SDM will act as the department lead for fundraising events, coordinating event committees, vendors, in-kind donors, and sponsors. The SDM will support the DDC 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 SDM will act as the staff liaison to CASA for Children's Ambassador Board, coordinating and supporting their regular meetings and fundraising endeavors. In partnership with and supported by the DDC, the SDM will cultivate, steward, and solicit current and prospective individual, corporate and foundation donors, particularly to support special events. The SDM 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 SDM may be asked to perform other duties as requested by the Director of Development & Communications or Executive Director.

**Responsibilities include:****Special Events**

- Serve as department lead for fundraising events including overall coordination, budget development and monitoring of expenses, and detailed contract review
- Manage event committees, partners, 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**

- Overall coordination, record-keeping, and tracking of a robust annual grants calendar and program
- Maintaining 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
- Drafting 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 acknowledgment 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 and 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

## **Ambassador Board**

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

## **Qualifications You Will Need:**

- 5+ years of forward facing development officer experience in a non-profit organization including data management, direct solicitation, and grants management
- Previous success in soliciting individuals gifts in at least the 4 figure range
- Must be analytical and technologically proficient. High competency in database management. Experience with Raiser's Edge and Greater Giving.
- Event management experience with attention to logistical details
- Excellent written, verbal and interpersonal communications skills with the ability to successfully work with individuals from 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, PowerPoint
- Commitment to professional ethics in working with highly confidential, sensitive information
- A commitment to advancing and modeling diversity, equity and inclusion, including helping to 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:**

- Successfully complete criminal justice and DHS 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 basis for context and relevance to this job.)*
- Proof of U.S. residency
- Complete CASA's "Knowing Who You Are" training in your first six months of employment

**Your Salary and Compensation:** Salary Range for this position is **\$68,000 to \$75,000 annually, (based on 2080 full time annual hours)**. Compensation includes an employer paid benefits package with medical (including mental health coverage), **OR an annual additional earnings stipend of ~\$8,510** with waiver of employer medical coverage (new hires must provide proof of medical coverage), employee assistance program, dental, vision, disability and life insurance.

**Special Perks:** Include a generous annual paid time off (PTO) that's awarded upon hire. We have a PTO year- end holiday schedule to help with work/life balance for a total of 19 holidays given annually. CASA also provides a 401(k) retirement plan that matches employee deferrals up to 5% of salary

**How You Can Apply:** Send your resume and cover letter to [jobs@casahelpskids.org](mailto:jobs@casahelpskids.org) noting **Senior Development Manager**. Please let us know where you heard of the opening so we can gauge the success of our outreach efforts. This position will remain open until filled. We prefer not to receive phone inquiries.