

Philanthropy Associate

Casa Dorinda – Montecito, CA

Casa Dorinda Overview & Mission

Casa Dorinda is a premier not-for-profit senior living community in Montecito, California. Our mission is to deliver exceptional Life Care services that enhance the dignity, security, and independence of every member of our community.

Philanthropy strengthens this mission by enriching resident life, supporting campus enhancements, and providing meaningful assistance to our team through the Scholarship and Employee Emergency Funds.

Position Overview

Casa Dorinda is seeking an energetic, relationship-driven **Philanthropy Associate** to support and enhance our philanthropy program. This unique role blends administrative support, donor relations, fundraising, and marketing responsibilities.

Working alongside the Director of Philanthropy, you will support a program that raises more than \$2.5M annually in current and planned giving revenue, with plans to support an upcoming capital campaign within the next 1–2 years.

Duties and Responsibilities

- Manage the confidential donor and constituent database: process gifts, generate acknowledgment letters, conduct prospect research, run reports, and serve as the department's database expert. Collaborate with the Accounting Department to reconcile fundraising revenue.
- Provide administrative support to the Director of Philanthropy, including preparing mailings, creating labels, taking meeting minutes, and completing additional tasks as assigned.
- Oversee, improve, and track all stewardship activities to ensure consistent and meaningful donor engagement.
- Assist with planning, coordinating, and executing donor events.
- Support, coordinate, and help raise funds for various annual fundraising campaigns; play a key role in planning and implementing a forthcoming capital campaign.
- Produce communication and marketing materials in partnership with the Director of Philanthropy and Casa's Communications Manager—this includes creating flyers, videos, articles, brochures, and other materials as needed. Assist with developing content and donor stories for semi-annual reports and the website.
- Learn the Crescendo planned giving software and incorporate its tools into Casa Dorinda's philanthropy program.
- Build, strengthen, and steward relationships with current and prospective donors.

- Represent the Philanthropy Department at resident-led committee meetings and provide reports for resident volunteer groups supporting employee fundraising efforts (Scholarship and Employee Emergency Funds).
 - Perform other duties as assigned.
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Requirements

- Bachelor's degree or equivalent experience
 - 1–2 years of fundraising or sales experience
 - Knowledge of philanthropy, charitable giving, and planned giving preferred
 - Experience working in the nonprofit sector, ideally within a development or philanthropy department
 - Excellent interpersonal skills; enjoys building meaningful relationships with donors and stakeholders
 - Strong written and verbal communication skills; comfortable speaking publicly and engaging with groups of all sizes
 - Ability to communicate confidently with affluent, accomplished older adults
 - Exceptional organizational skills and attention to detail; able to manage multiple priorities and meet deadlines
 - Professional presence and commitment to maintaining high standards, including business-casual attire
 - Strong computer skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and donor database systems (DonorPerfect experience highly desirable); familiarity with Canva or InDesign is a plus
 - Ability to work both independently and collaboratively; self-directed and able to operate with minimal supervision
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Work Schedule

Full-time, Monday – Friday, on-site position.

Compensation & Benefits

Salary: \$65,000 – \$70,000 annually/ hourly \$31.25 – \$33.65 non-exempt *DOE*

Benefits:

- Competitive salary, year-end bonus program, and generous PTO (17–28 days per year)
- Seven paid holidays
- Comprehensive medical, dental, and vision coverage

- Life insurance (basic and supplemental), plus short- and long-term disability
- AFLAC voluntary supplemental insurance
- Pre-tax cafeteria and flexible spending plans
- 403(b) retirement plan with strong employer contributions
- Professional development through training, workshops, and our “Rising Stars” mentorship program
- Robust scholarship program for employees and their spouses, children, and grandchildren
- Flexible scheduling and supportive work environment
- Employee Appreciation Fund (holiday bonus) and Employee Emergency Fund
- Onsite Employee Café and access to walking trails
- Wellness perks: Casa Fit program, gym/health club discounts, and pet insurance
- Legal Shield / Identity Theft insurance
- Commuter, carpool, and rideshare benefits
- Onsite banking services

Apply today and help make a meaningful impact.

Visit our website:

<https://www.casadorinda.org/careers/>

- Cover letter and resume required

Supplemental Information

<https://www.casadorinda.org/>

<https://www.casadorinda.org/philanthropy/>