



POSITION: DEVELOPMENT DIRECTOR
Court Appointed Special Advocate (CASA) Program of Allegheny County
564 Forbes Avenue, Suite 1302, Pittsburgh, PA 15219
Phone: (412) 594-3606; Facsimile: (412) 594-3607
www.pgh-casa.org

In a manner consistent with the mission of CASA of Allegheny County (CASA), the Development Director will partner with the Executive Director and Board of Directors in advancing the mission of CASA by building an organization-wide culture of philanthropy propelled by a mission-driven, donor-focused fundraising plan. The Development Director will manage all aspects of the fundraising and donor communications process at CASA, assuming primary responsibility for the identification, cultivation, solicitation and stewardship of annual individual gifts, major and planned gifts, as well as foundation, government, and corporate grants. The Development Director will report to the Executive Director and serve as the liaison to the resource development committee of the board who oversees fundraising at the organization.

The Development Director will ensure that all appropriate systems, policies, and procedures are in place and adhered to for successful fundraising and donor communications. The Development Director will demonstrate a commitment to accountability, measuring outcomes and creating a results-oriented culture within fundraising and donor communications at CASA.

Duties

- ❑ Develop and execute CASA's strategic fundraising plan. Incorporated in that plan will be specific strategies for annual giving, major gifts, board giving, corporate support, foundation and government grants and special events. Develop and monitor a fundraising budget to support these efforts.
- ❑ Lead a comprehensive annual giving program to secure support from donors including United Way, multi-channel annual appeals, and giving days. Incorporate specific steps for identification, cultivation, solicitation, and stewardship of all levels of donors. Manage the gift acknowledgement process to ensure timely and accurate acknowledgement of all donations to CASA.
- ❑ Work with Executive Director to identify existing and prospective major donors to CASA, develop specific cultivation, solicitation, and stewardship strategies. Monitor and track process in donor database.
- ❑ Work with the chair of the resource development committee and the Executive Director to actively engage all board members in the fundraising process, including personal annual financial contributions.
- ❑ Identify opportunities to engage corporate supporters in the mission of CASA, cultivate, solicit, and steward corporate support.
- ❑ Research to identify potential foundation and government funders and funding opportunities. Work with Executive Director to plan strategy for building relationships. Develop and track proposals and reports.

- ❑ Utilize special events as part of the comprehensive fundraising and communications plan as an opportunity to build relationships with donors (individuals and corporations), raise funds and build awareness in the community about CASA.
- ❑ Develop and maintain efficient systems and standards for data entry, database accuracy, gift processing, prospect research, and relationship management. Ensure the database's accuracy and integrity of data, including input and output, technology management and end-user training.
- ❑ Manage CASA's image through external communication contact points including, but not limited to, donor and giving information on the website (in collaboration with the Community Organizer), electronic newsletter and social media strategies. Collaborate with Community Organizer on communications to the general public regarding CASA volunteer recruitment and service.
- ❑ Develop relationships with local media outlets to promote stories from CASA.
- ❑ Other duties as assigned by the Executive Director.

Qualifications

Bachelor's degree with a minimum of five (5) years' relevant development and communications experience with increased responsibilities. Commensurate education and work experience combination can be considered in lieu of a degree.

Experience

Extensive knowledge base regarding fundraising and communications. Demonstrated understanding of and commitment to cultural humility.

Skills

Must have a commitment to continuing professional and personal learning. Must demonstrate collaboration and leadership ability as well as a sound understanding of fundraising principles and ethical practices. Requires excellent interpersonal, communication and presentation skills which transcend diverse audiences, ability to work well in a fast-paced and changing environment and to handle multiple priorities. Needs to be confident, flexible, organized, and responsible. Needs to be able to consult, problem solve and work collaboratively. Must demonstrate commitment to the organization's philosophy of skilled volunteer advocacy for abused and neglected children. Aptitude for the management and effective use of office software applications and information systems in support of a development program.

Send resumé, cover letter and salary requirements via email to Search Committee at jobs@pgh-casa.org.

Employment and conditions of employment will be made on a non-discriminatory job-related basis and without regard to an applicant's or an employee's race, religion, color, sex, age, national origin, medical condition, marital status, sexual orientation, veteran status, disability, or any other legally protected status consistent with applicable law.