

PHILANTHROPY DIRECTOR

Court Appointed Special Advocates (CASA) of Brown County

CASA of Brown County Mission: CASA of Brown County is a volunteer based nonprofit organization that provides a voice for abused and neglected children who are under the legal protection of the court system. We recruit, train and support citizen volunteers who are appointed by the court to advocate for the best interests of children until the case closes and permanency is achieved.

CASA of Brown County Values: Adaptability, Collaboration, Integrity, Quality, Respect, Service and Stewardship.

Summary

The Philanthropy Director is responsible for planning, implementing, and evaluating all aspects of CASA of Brown County's fund development strategies and activities. This includes, but is not limited to, individual gifts, corporate/foundation gifts, grants, major gifts, legacy gifts, special events, and donor relations. A strong focus is placed on donor stewardship as well as generating gifts from individuals and new prospects, expanding current fundraising efforts, and maximizing existing campaigns and special events to ensure diverse and sustainable revenue.

Qualifications:

Bachelor's degree and 3 to 5 years of successful nonprofit fund development experience, including planning, implementing, and evaluating campaigns and special events involving multiple fundraising platforms and activities.

Master's degree preferred, but not required.

Experience in donor stewardship, solicitation of major donors and working directly with high-level volunteers.

Ability to develop a culture of philanthropy and integration within an organization.

Computer proficiency, including the Microsoft suite, and other programs necessary for completion of job duties.

Strong time management, project management and organizational skills.

Ability to manage multiple projects in a deadline-driven environment.

Excellent listening, note taking and interpersonal and communications skills, both oral and written, including grant proposals.

Experience working with volunteers.

Ability to conduct research, analysis, and evaluation.

Ability to motivate and work collaboratively and relate positively and professionally with all persons involved in CASA of Brown County, including judges, attorneys, social workers, agency personnel, caregivers, and children.

Ability to work independently and demonstrate a high degree of initiative and consistent follow through.

Willingness to work flexible hours, including occasional evenings and weekends.

Commitment to continuous learning and professional growth.

Promote and embody the values that drive our organizational culture.

Passion for the mission of CASA.

Duties and Responsibilities

Collaborating with the Executive Director and Board of Directors to plan, implement, evaluate, and identify new approaches and sources of revenue to sustain the mission of CASA of Brown County.

Analyzes fund development efforts and prepare reports for the Board of Directors on fund development strategy, activities, and results.

Develops plans for each campaign and special event to align with the strategic plan and enhance effectiveness and maximize revenue, partnering with staff and volunteers to coordinate and execute successful campaigns and special events.

Collaborating with the Executive Director and staff to plan, implement, and evaluate donor communications, including, but not limited to, direct mail, email, social media, seasonal giving campaigns, and special events.

Establishes and implements guidelines and activities for cultivating relationships with donors, foundations, corporations, and other external stakeholders.

Establishes and implements guidelines and activities for stewarding and recognizing donors to convey appreciation and increase engagement.

Supports the Communication and Development Specialist, conducting regular one-on-one coaching meetings, professional development planning and annual evaluations.

Provides oversight of the donor database, partnering with the Communication and Development Specialist, to ensure the integrity of donor information, accuracy of information, and timely processing of gifts and acknowledgments.

Promotes community awareness and understanding of the CASA program, including speaking to local companies and organizations.

Participates in professional service as appropriate.

Participates in leadership and professional development activities.

Completes other duties as assigned by Executive Director.

Please send a cover letter and resume to Executive Director Kristin Jacobs at kristinj@casabc.org.

CASA of Brown County follows an equal opportunity employment policy, and employs personnel without regard to race, creed, color, religion, national origin, gender, sexual orientation, age, physical or mental disability, veteran status, marital status, or any other consideration made unlawful by federal, state or local law, ordinance or regulation.