

Be Purpose Driven!
Looking for a career where you can make a difference?
Great news, we are expanding our team.



OPEN POSITION (see attached job descriptions)

- **Director of Development, Full-Time Exempt**

CASA OF HUMBOLDT

CASA of Humboldt is a non-profit, tax exempt 501(c)(3) that was established to serve youth in our community who are in foster care. Since its inception in 1991, CASA of Humboldt has utilized a volunteer-based model of service delivery using Court Appointed Special Advocates (CASAs), sworn officers of the Court, to provide mentorship and advocacy to youth involved with the dependency system.

At CASA of Humboldt, we believe that every child in our foster care system should be inspired and supported to live their best life. The children we serve are at the center of every decision we make and every action we take. By joining CASA of Humboldt, you will have the opportunity to work alongside like-minded professionals, investing in our future and ensuring every foster child in Humboldt County has the nurturing support of a caring adult and the access to the resources needed to thrive.

OUR TEAM

We are a vibrant organization that exudes CARE—Collaboration, Adaptability, Respect, and Equity! CASA of Humboldt has a diverse culture, and its staff work together productively to further the mission, vision, and values as well as to build its potential. With this in mind, we are looking for dynamic individuals to join our team.

PERKS AND BENEFITS

In addition to a competitive wage structure, we offer a variety of perks and benefits. Self-care is celebrated every day of the year and we support a healthy work life balance. We offer health, dental, vision, paid time off with additional management leave, 14 paid holidays a year, and retirement plan with employer match. Additionally, we have regularly observed “Wellness Days” (paid time off) for staff who work 40 hours a week.

NON-DISCRIMINATION POLICY

At CASA of Humboldt, we don’t just accept difference — we celebrate it and recognize the value it brings to our kids, CASA Volunteers and employees. CASA of Humboldt is proud to be an equal opportunity workplace.

APPLICATION PROCESS

Please submit an application (found at <https://www.humboldtcasa.org/jobs>), current resume, and cover letter addressing your interest in the position and what makes you uniquely qualified. Include your relevant experience and skills as related to the job description. Please email your application materials to Heather Leigh Stevens at Heather@humboldtcasa.org.

Director of Development

Job Summary: Develops, executes and maintains procedures that ensure the successful and effective implementation of the department's annual development plan; Oversees, organizes and secures foundation and government grants each year based on annual revenue budget; Designs, implements and evaluates an organization-wide and comprehensive donor relations and stewardship system that appropriately recognizes and promotes interaction with all donors at all levels; Builds and maintains strong relationships with local political, philanthropic and community leaders; plans and implements fundraising events and campaigns.

Classification: Exempt

Reports To: Executive Director

Expected Hours of Work: standard business hours Monday- Friday with occasional nights or weekends required

Salary: Range of \$36.51/hour to \$49.39/hour depending on experience and qualifications

Minimum Qualifications:

CASA of Humboldt is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status or genetic information.

Required:

- Bachelor's degree in relevant field of study
- 2 years' experience fundraising and donor stewardship
- 1 year experience grant writing
- CA Drivers' License
- Proficiency in computer and technology software, such as Word, Excel, Outlook, and Zoom
- Familiarity with Adobe Creative Cloud
- Excellent verbal and written communication skills

Preferred:

- Master's degree in relevant field of study
- Prior experience working for agencies that serve at-risk children and families

Essential Functions:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Quality

1. Creates and implements a comprehensive annual operating plan regarding development and fundraising to promote the sustainability and expansion of the services offered by the agency, including events, grant writing, and donor engagement.
2. Secures services, supports, and goods, through grant-writing efforts or in-kind donations, to be used for activities and events to benefit children served through the program and volunteer advocate retention.
3. Uses a data drive approach to inform decision making, track progress toward goals related to fundraising, donor relationship and stewardship, marketing, and outreach, and disseminate results to internal and external stakeholders.
4. Provides oversight for marketing and outreach efforts (e.g., events, website, social media, radio, interviews, etc.) to support advocate recruitment as well as community education.
5. Establishes strong relationships with local political, philanthropic, and community leaders to further the goals and priorities of the organization.

People: Develops and positive working relationships with colleagues, demonstrates clear and effective communication (verbal and written), and keeps private discussions confidential.

Service: Holds self accountable to providing the highest level of customer service to internal and external customers and is available for work on a consistent and timely basis.

Finance: Uses time, resources, and supplies responsibly and accurately tracks time worked in appropriate systems.

Community: Demonstrates support of the mission at CASA of Humboldt and presents a positive and professional image to stakeholders.