



**Court Appointed Special Advocates of Sacramento County**  
Post Office Box 278383 Sacramento, CA 95827-8383  
(916) 875-6460 | Fax (916) 875-6879  
www.sacramentocasa.org

**Job Title:** Community Relations & Development Director  
**Reports To:** Executive Director  
**Salary Range:** \$85,000 to \$100,000 DOE  
**Status:** Full-time, Exempt (40 hrs per week)  
**Location:** Hybrid environment (Tuesdays & Thursdays weekly in the office required)

The **Mission** of the Court Appointed Special Advocates of Sacramento County (CASA Sacramento) is ensuring consistency and support for children and youth in the foster care system through the use of volunteer advocates advancing the best interests of each child. CASA Sacramento has a staff of 17 employees and approximately 260 volunteer advocates; the organization is governed by a 15-person (and growing) Board of Directors.

**POSITION OVERVIEW:** In active partnership with the Executive Director and Board, the Community Relations & Development Director will create, lead, and implement the organization's fund development strategy with the goal of diversifying and increasing event, individual donor and corporate/foundation grant revenues to build capacity and support the strategic direction of the organization. The Community Relations & Development Director will also serve on the External Relations Committee, working with board members and volunteers to support outreach and fundraising for CASA Sacramento.

#### **ESSENTIAL RESPONSIBILITIES:**

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##### **Create, lead, and execute an effective fund development strategy:**

- Collaborate with the Executive Director, Donor Relations Director, and Board of Directors on the creation of a fund development and cultivation plan which increases individual, foundation and corporate revenue to support the strategic direction of the organization;
- Develop and manage timelines for various fundraising activities (donor, event, grants) to ensure strategic vision and critical fund raising processes are carried out in a timely manner by all; prepare a quarterly fund development report to track progress against goals;
- Oversee the full range of activities required to prepare, submit, & manage, grant proposals to foundation, corporate & government sources; work with staff to track & evaluate progress goals;
- Maintain and cultivate excellent relationships with individual donors and funders;
- Work with the board's External Relations Committee to oversee the planning & execution of our annual fundraising events & volunteer appreciation/donor thank you event;
- Identify & develop corporate sponsors, community & individual prospects for the organization's fundraising priorities;
- Oversee/Supervise additional staff, where applicable, in support of the organization's fundraising and outreach goals;
- Oversee the administration and accuracy of a donor mailing list and database that respects the privacy and confidentiality of donor information.

##### **Support our team and network of programs**

- Serve as a thought and resource partner to our staff, board and volunteers ;
- Serve as a resource to the Executive Director on the implementation of special initiatives.

*Lift up a child's voice. A child's Life.*

**Promote the organization**

- Foster active engagement of staff/board in strategies supporting fund development & capacity building;
- Promote CASA Sacramento to our donors & funders & maximize public awareness of the fundraising activities of the organization;
- Design and distribute marketing and communication materials for development efforts;
- Build relationships with community stakeholders to advance the mission & fundraising goals of CASA Sacramento.

**QUALIFICATIONS OVERVIEW:**

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- Bachelor's degree and/or Master's degree, or equivalent years of relevant work.
- 5 years minimum work experience as a successful development director with deep knowledge of and experience in building organizational capacity.
- 5 years proven and successful event management, partnership development, and grant/donor solicitation writing experience
- Skilled in using donor software and database applications; preferably Donor Perfect.
- Demonstrated proficiency in Microsoft Office Word, Excel and Powerpoint and Webinar.
- Ability to maintain confidentiality, exercise diplomacy and discretion in communication.
- Excellent professional written and verbal communications and presentation skills.
- Demonstrated ability to work well with an engaged board and staff in achieving fund development goals; ability to engage, inspire and communicate effectively with a variety of individuals and constituents, including board members, individual donors, foundation representatives, network partners and other key stakeholders. Great team member and partner.
- Highly skilled at individual and major donor cultivation and retention.
- Ability to develop project budgets, and development-related financial and other database-driven reports.
- Proven ability to plan and execute successful events.
- Experience and knowledge of child welfare, children, youth and family programs, domestic violence, positive youth development, policy development, or related fields highly desired.
- Passionate about improving systems and practices that impact children, youth and young adults impacted by foster care.
- Thoroughly professional self-starter with strong task/time management and prioritization skills.

**OTHER REQUIREMENTS:**

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- Candidates must be able to travel occasionally to events, conferences, programs by car & occasionally fly on airlines.
- Experience and knowledge of Sacramento regional funders, corporations and donors.
- Must successfully complete the California Department of Justice, Federal Fingerprint and Child Abuse Index clearances.
- Possess a valid California Driver's License, provide proof of insurance and Social Security verification required.

**COMPENSATION AND BENEFITS:**

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- Full-time exempt position working 40 hours per week.
- Salary is competitive and depends on experience. Salary range is \$85,000 to \$100,000 DOE.
- HYBRID position - ability and willingness to work from a home office is necessary. (Tuesdays & Thursdays per week in the office required).
- Successful candidates must reside in Sacramento region to permit regular in-person meetings with team members.

- Excellent benefits package including partial coverage for health, dental & vision insurance; 403b retirement plan with match; Employer provided life insurance, generous holiday & Paid time Off.

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**TO APPLY:**

Please send a resume & cover letter explaining your experience to [jobs@sacramentocasa.org](mailto:jobs@sacramentocasa.org). All applications will be treated with confidentiality. Position will remain open until filled.

*CASA Sacramento is an equal employment opportunity employer. The Organization's policy is not to discriminate against any applicant or employee based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, or any other basis protected by applicable federal, state, or local laws. The Organization also prohibits harassment of applicants or employees based on any of these protected categories.*