



Director of Development

REPORTS TO: President & CEO

SUPERVISION EXERCISED: Manager of Special Events, Manager of Communications & Marketing, and Fund Development Volunteers

JOB TYPE: Full-time, Exempt

STARTING SALARY: Salary range starts at \$80,000 and is DOE.

APPLICATION INSTRUCTIONS: Submit a detailed cover letter, including salary requirements, and resume to hr@casakc.org.

ABOUT CASA

Jackson County CASA (Court Appointed Special Advocates) is a 501(c)(3) nonprofit organization that mobilizes community volunteers who act as advocates for children who have experienced abuse and/or neglect and are under the jurisdiction of the Jackson County Family Court. Our clients face multiple risks, including permanent separation from their birth families due to factors such as substance use disorders, untreated mental health, and intimate partner violence, all of which are often the rooted effects of poverty, community violence, and intergenerational trauma. To mitigate these risks, CASA Volunteer Advocates engage in fact-finding and relationship building with their child clients to make recommendations about their needs. Collaboration with our child clients and their families is one of our most crucial values and what promotes excellent advocacy and just outcomes in a complex child welfare system.

Our model is simple: Every child client is assigned a Volunteer Advocate, who has been rigorously screened and extensively trained, and a staff attorney who advocates for their best interest. This team has access to staff social workers and child welfare experts who help them provide individualized advocacy grounded in evidence-based practices. Together, they assure the best possible outcomes for their children and increase the likelihood for families to be reunited.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Jackson County CASA's Director of Development leads the organization's fundraising efforts to support long-term sustainability and growth. This role is responsible for designing and executing comprehensive development strategies, cultivating strong relationships with donors and key stakeholders, and managing all aspects of grant writing and reporting. The Director of Development also oversees the planning and execution of CASA's major fundraising events, guides donor communications, and manages the agency's digital presence to boost visibility and engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundraising & Development

- Develops and implements annual and long-term fund development strategies, including targeted goals, objectives, methods, and outcomes, to ensure annual goals are achieved or exceeded.
- Develops authentic and meaningful relationships with agency donors, including individuals, corporations and foundations, the government, the Court, and Missouri CASA.
- Tracks donations and grant applications and regularly reports fundraising status to the President & CEO and Board of Directors.
- Researches, writes, and submits grant applications. Remains compliant with all reporting deadlines.
- Oversees CASA's three large fundraising events: Light of Hope, Carnival for CASA, and Cocktails for CASA.

Communications

- Oversees the development of quality donor communications, including direct mail and email solicitations, thank you letters, tax receipts, newsletters, event invitations, and other communications, as appropriate.
- Manages development of publication materials, including the Annual Report, brochures, and newsletters.
- Provides oversight of the organization's website and increases CASA's brand awareness and visibility by leveraging PR/social networking sites and opportunities.

Team Leadership

- Provides leadership to a high performing Fund Development staff team and development volunteer committees.
- Conducts individual monthly supervision meetings, sets annual performance goals, and conducts annual performance reviews of the Fund Development staff. Provides guidance and coaching to improve staff performance, when needed.

Organizational Leadership & Strategy

- Participates as an active member of the agency's team of directors.
- Implements development strategies to ensure sustainability and growth for the agency.
- Fosters an environment of continuous learning and improvement, empowers staff, and has a positive impact on the organization's culture.

Professional Integrity and Development

- Maintains a positive image of Jackson County CASA and provides excellent customer service to donors, CASA Volunteers, and CASA families at all times.
- Engages in respectful and collaborative relationships with Volunteer Advocates, clients, and community partners.
- Acts in the best interest of Jackson County CASA and its clients at all times.
- Maintains strict confidentiality of Jackson County CASA's donors, volunteers, clients, and staff.
- Completes a minimum of 12 hours of annual continuing education programming. Identifies personal development goals and training opportunities that will prioritize DEI, child welfare best practices, and strategies that will enrich customer service and fund development.
- Embraces a culture of continued development by participating in an annual performance review with the President & CEO and documents one's own milestones and achievements, as well as opportunities for growth.

OTHER DUTIES

- Completes CASA Pre-Service Training within three months of start date.
- Performs other related duties as requested by the President & CEO.
- Oversees the department's budget.

QUALIFICATIONS and ENTRANCE REQUIREMENTS

EDUCATION and EXPERIENCE

- 3+ years of development experience in a paid or volunteer capacity. Demonstrated success raising funds for nonprofit organizations.
- Undergraduate degree required, advanced degree or CFRE preferred.
- Strong interpersonal skills.
- Excellent written and verbal communication skills, and strong attention to detail and accuracy.
- Strong organizational skills with the ability to juggle multiple assignments and meet short deadlines.
- Ability to collect and analyze data in order to make informed decisions.
- Proven ability to work independently and lead others.
- Proficient in Microsoft Office Suite and familiarity with donor management platforms.

ESSENTIAL QUALITIES

- Commitment to Jackson County CASA's mission and values.

- Ability to establish and maintain effective working relationships in a diverse and inclusive environment. Must value collaboration and teamwork.
- Promotes the dignity and well-being of all clients, staff, and volunteers.
- High emotional intelligence.
- Must be able to demonstrate adaptability due to the potential for changing duties and responsibilities during the agency's expansion. Optimism is a must.

SPECIAL REQUIREMENTS

- Must submit to and pass a criminal and child abuse and neglect background check.
- Must have flexibility to work nights and weekends. Some holiday work may be required.
- A valid driver's license and reliable personal transportation are required for this position. Frequent travel within Jackson County and surrounding areas will be required. Mileage will be reimbursed.

SCHEDULE and WORK LOCATION

Business hours are Monday-Friday, 8:30am-5pm. Ability to work some hours remotely. Jackson County CASA's main office is located at 2544 Holmes, Kansas City, Missouri 64108. This position will be located at CASA's annex located at 30 W. Pershing Rd., Ste. 201, KCMO 64108.

PHYSICAL and MENTAL DEMANDS and WORK ENVIRONMENT

Prolonged periods of both standing, walking, and sitting at a desk and working on a computer will be required. Will be required to use hands and fingers frequently. Will climb and descend stairs, grasp, handle, feel, and operate objects, tools, and controls. Will be required to bend, kneel, and crouch; speak, hear, and read both in quiet, loud, private and public settings, both large and small. In-office and out-of-office public contact with people will occur. Vision abilities include close and distant vision, and the ability to adjust focus. Must be able to lift and move up to 25 pounds.

Many tasks will be performed off-site. The noise level of the office environment is often low to moderate. Position is subject to the usual office interruptions associated with providing service and performing multiple duties in an office environment. Proper grooming and hygiene are required. Attire for this position is generally business casual but there may be times that attire is professional, as determined by the setting.

Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities of the position.

BENEFITS

Benefits include 15 days paid time off & 15 days paid leave earned within the first year of employment, and paid holidays. 100% employer paid health insurance, dental, vision, life, and long-term disability insurance. Simple IRA with match. Employee Assistance Program. Jackson County CASA is a child-centered, supportive, and collegial work environment.

OUR VALUES

Connection: We believe that every person deserves meaningful relationships with supportive and loving adults, family, and community and preservation of their cultural heritage, traditions, and identity.

Respect: We value people of all backgrounds and identities and believe that every person deserves to be honored, included, and heard.

Collaboration: We recognize that effective progress and problem-solving require diverse voices, ideas, and perspectives.

Integrity: We honor our commitments to our children and the Court with transparency, honesty, and fairness.

Responsibility: We maximize our resources and support through accountability to our children, stakeholders, and community.

OUR COMMITMENT

Jackson County CASA is an affirmative action, equal opportunity employer committed to building and supporting a culturally diverse and inclusive work environment that values all staff members' backgrounds and perspectives. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability or veteran status. We are committed to providing reasonable accommodation to qualified individuals with disabilities.

This job description provides a general, but not comprehensive, list of essential responsibilities and qualifications required. It does not represent a contract of employment and Jackson County CASA reserves the right to change the job description and/or posting at any time without advance notice.