

CASA of Monterey County: Chief Development Officer

The Chief Development Officer holds primary responsibility for the implementation and evaluation of the agency's fund development plan, as well as the ongoing creation of long-term fund development strategies. The Chief Development Officer provides direction, research, and strategies to maximize potential of all aspects of the fund development plan including but not limited to: existing and new grant opportunities; major gifts, annual and capital campaigns; and special events. The Chief Development Officer supervises administrative aspects and/or personnel necessary to ensure success of events and campaigns, and ensures the program operates in compliance with highest standards of practice relative to donor cultivation, recognition and stewardship.

Knowledge, Skills, and Abilities

Documented Fund Development Skills and Experience:

Must have 5+ years experience leading successful fund development campaigns and activities as listed below.

1. Major gift cultivation and solicitation
2. Special Event management
3. Grant Writing
4. Volunteer management
5. Non-profit governance
6. Planned Giving

Superior interpersonal skills:

Interface with broad constituent of donors, volunteers, and board members in an mature, responsive, and sophisticated manner

Excellent technical skills:

1. Project management
2. Organizational and planning
3. Writing skills
4. Knowledge of emerging technological tools as they relate to fundraising

Requirements

Education, Experience and Certifications:

1. Minimally five years serving in a leadership Development position;
2. Bachelor's Degree or higher; CFRE or comparable certification preferred;
3. Active professional affiliation (e.g. AFP); documented ongoing professional development and continuing education

Applicant Requirements:

- Must present portfolio of actual campaign targets and outcomes, spanning minimally five years
- Must provide portfolio of collateral developed; grant narratives, and case statements
- Provide details of past work experience with % of time focused on primary fund development skill areas listed above

Other: Criminal justice fingerprint clearance required prior to commencing employment
Valid driver's license and auto insurance coverage
Employment is contingent upon completion the CASA training program within 90 days of hire

To Apply: Submit cover letter and resume by email to Siobhan@casamonterey.org or via mail to Siobhan Greene, Executive Director, CASA of Monterey County, 201 Monterey-Salinas Highway, Suite F, Salinas CA 93908. No phone calls, no faxes.