



Development Manager Job Announcement

Position Title: Development Manager
Employment Status: Part-time; 25 – 30 hours/week
Reports to: Executive Director

POSITION SUMMARY

The Development Manager assists the Executive Director with fundraising campaigns, grant seeking and writing, and event planning. This position is strategic and goal oriented. It is responsible for executing and working with the Executive Director and Board Fundraising Committee to develop fundraising plans and represent CASA to individual and corporate donors. This position can be remote.

FUNCTIONS, DUTIES, AND RESPONSIBILITIES

1. Develop strategies to increase and diversify revenue and elevate donor engagement.
2. Build relationships with stakeholders; attend community events and relevant training.
3. Seek, cultivate, and provide stewardship to donors, focusing on individual and corporate gifts.
4. Bring strong advocacy for the organization's mission and a dynamic and skillful approach to donor engagement to meet the short and long-term goals of the organization.
5. Conduct meetings with potential donors throughout the DMV region, mostly in Baltimore City.
6. Write fundraising appeals; assist with donor spotlight communications.
7. Collaborate with and support the Executive Director and Board of Directors to create strategically aggressive fundraising plans; understand and actively engage in successfully implementing the organization's development plan to meet annual and long-term goals.
8. Explore and identify prospective funding sources and programs to support CASA's mission and vision
9. Thoroughly prepare and submit competitive grant applications to Federal, State, and Local funders
10. Monitor and track the release of funding opportunities
11. Maintain grant calendar
12. Assist with the plan and execution of fundraising events.
13. Collaborate with Office Administrator to acknowledge donors.
14. Assist with the creation and execution of sponsorship packages.
15. Collaborate with Board Fundraising Committee.
16. Perform additional duties as requested by Executive Director.

QUALIFICATIONS

- Bachelor's Degree is preferred, but a commensurate experience level will be considered.
- Minimum three years of development experience preferred.
- Proficiency in Microsoft products and CRM database usage preferred.
- Experience working with state and local funders is a plus. Previous experience within the child welfare field is a plus but not required.



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- Ability to work through stringent deadlines with acute attention to detail.
- Self-starter with the ability to manage time effectively.
- Effective communication and cultivation techniques.
- Strong performance orientation and skillful strategic thinking.
- Ability to express a solid commitment to the mission of the organization.
- Documented successful partnership cultivation experience.
- A high degree of integrity in dealing with confidential information.

SALARY RANGE

\$30,000 - \$45,000

BENEFITS

CASA offers paid holidays and paid personal and sick leave. An option for health care and dental coverage and opportunities for professional development. A healthy work/life balance is encouraged by leadership.

TO APPLY

Please send resume and writing sample to admin@casabalt.org

CASA of Baltimore, Inc. is an equal opportunity employer and is committed to maintaining diversity.

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