



CASA CORNELIA LAW CENTER

Director of Philanthropy

Position Classification:	Director, Member of Leadership Team
Reports to:	Executive Director
Direct Reports:	(2) Grants Manager, Development Manager
Salary:	\$86,000-\$95,000 (DOE) (exempt)
Benefits:	Fully paid medical, dental, vision and long-term disability for employee; generous paid time off and paid sick leave; 12 paid holidays; retirement plan; AFP dues covered; professional development covered.
Start date:	October 16, 2021 (negotiable)

Casa Cornelia is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees. We encourage applicants of all backgrounds.

Our Organization:

Casa Cornelia Law Center is a public interest (non-profit) law firm providing quality pro bono legal services to victims of human and civil rights violations with a primary commitment to the indigent within the immigrant community in Southern California. Our legal services ensure access to humanitarian legal relief through its representation to those in removal proceedings or seeking affirmative immigration relief including asylum seekers, abused and abandoned children, and immigrant victims of domestic violence, human trafficking, and other serious crimes who are eligible under U.S. law. For over 28 years, Casa Cornelia has provided completely free representation through its staff and has the support over 300 volunteers annually, including private attorneys, law students, and interpreters/translators under the mentorship of staff attorneys.

Casa Cornelia strives to serve the community in innovative ways while always focusing on the inherent dignity of every individual we represent. We are committed to maintaining a collaborative professional environment in which our staff and volunteers collaborate with a spirit of professionalism and cheerfulness to ensure that clients experience justice with compassion.

The Development Department:

With an annual operating budget now exceeding \$3.3M, Casa Cornelia has demonstrated an ability to provide consistent, high quality services through strategic and sustainable growth. The Development Department is responsible for garnering support from individuals, government funders, private foundations, law firms, and corporations to fund Casa Cornelia's mission. It is also responsible for engaging these supporters and educating Casa Cornelia's benefactors about the impact of immigration law and policy on the public good.

Position Summary:

As the organization's lead fundraiser and a crucial ambassador for our mission, the Director of Philanthropy is essential in ensuring that we will be able to continue serving our community. In pursuit of the mission of Casa Cornelia, they will further the vision and strategic capacities necessary for the success of the organization's development efforts, while monitoring progress against the established goals. They will design, plan, implement, and manage Casa Cornelia's development plans and initiatives, oversee the Development Office and staff, and work with the Executive Director to provide leadership and guidance in support of the Board Development Committee and Board of Directors' fundraising responsibilities. As a member of the organization's leadership team, the Director of Philanthropy participates in the organization's overall management and strategic planning.

The Director of Philanthropy is responsible for:

1. The effective oversight and performance of the Development Office **infrastructure and systems**.
2. The engagement and cultivation of **major donors and corporate giving** in partnership with the Executive Director and relevant members of the Board of Directors.



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3. Overseeing government and private **grant applications and management** through the supervision of the Grants Manager.
4. Overseeing Casa Cornelia's **annual event** and periodic **donor events** through the supervision of the Development Manager.
5. Overseeing **annual giving** and **special campaigns** working with respective staff, as applicable.
6. Developing and maintaining a comprehensive **planned-giving** program.

Performance Metrics Highlights

Expected Outcomes within the first Three Months:

- Familiarize themselves with the organization's benefactors, individual giving campaigns, and grants.
- Contribute to the end-of-year fundraising campaigns and outreach in collaboration with related staff and board members.
- Provide support to grant proposals and grant reporting, as applicable.
- Contribute to the 2022 revenue budget analysis and planning.
- Participate in the development program's mission effectiveness process and implementation planning.

Expected Outcomes within the first Six Months:

- Take the initiative on development office reports presented to respective Board Committees and the Board in collaboration with related staff and Executive Director.
- Contribute to the FY 2022-2024 strategic planning process, as applicable.
- Develop and manage strategies and activities for donor cultivation, solicitation, stewardship, and relations.
- Develop and manage strategies for grant and/or institutional support.
- Contact at least ten major donors for continued relationship building and cultivation.
- Evaluate office systems to support all development projects and operations.

Expected Outcomes within the first Year:

- Identify specific goals and strategy for the FY 2023 and FY 2024 Development plans.
- Identify and/or cultivate leads for ten new major donors.
- Develop and/or create effective development office systems, as applicable.
- Effectively manage and harmonize cross-effort philanthropic programs.

Primary responsibilities:

- Oversee and implement a successful annual Development Plan to meet revenue goals.
- Provide leadership, supervision, and management for the Development Office; work with both the Development Manager and Grants Manager to ensure seamless fundraising strategy throughout the year.
- Work with the Executive Director to manage key relationships with major donors and planned giving.
- In partnership with the Grants Manager, oversee existing grants and pursue new grants to ensure that all deadlines are met and that all grants relationships are maintained.
- Partner with the Development Manager to ensure that up-to-date materials are available for donors and the public.
- Maintain active and productive relationships with Board members, donors, former clients, prospects, community organizations, faith communities, and foundations.
- Support the Board, especially the Development Committee, in their roles as leaders in growing philanthropic support.
- Provide oversight, support, and input to the planning of the annual La Mancha Awards event.
- In partnership with the Development Team, create, plan, and implement Casa Cornelia's donor engagement events and development-related communications in various platforms.



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- Have ultimate accountability for the accuracy and integrity of the donor information management system, DonorPerfect.
- Monitor compliance with internal and external gift acceptance policies and procedures.
- Stay current with and communicate knowledge of federal tax legislation as it affects non-profit philanthropy.
- Assume other duties as assigned by the Executive Director
- Actively participate in and contribute to Casa Cornelia's Leadership Team.

Necessary Attributes for a Successful Director of Philanthropy:

- Demonstrated passion for human rights and access to legal services for indigent populations.
- Diplomatic, collaborative, and professional demeanor.
- Flexibility managing multiple projects in a dynamic environment.
- Excellent written and verbal communication skills.
- Strong organizational and campaign management skills.
- Ability to work as a leader and as part of a team.

Requisite Knowledge, Skills, and Experience:

- Experience working in diverse and low income communities.
- A bachelor's degree in a relevant field from an accredited college or university; master's degree strongly preferred.
- 8+ years of experience in non-profit field; significant experience in non-profit fundraising/development required.
- 5+ years of experience supervising others.
- Demonstrated knowledge and best practices in the field of philanthropy, development, and grants.
- Proven experience in developing and managing development.
- Proven ability or record of accomplishment in successful fundraising.
- CFRE certification strongly preferred.

To Apply:

Email your (1) Cover Letter, (2) Resume, and (3) Three references to applications@casacornelia.org. Applications will be accepted until the position is filled.

Casa Cornelia Law Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.