



Director of Philanthropy

Location: San Diego, CA
Reports To: Executive Director
Direct Reports: (3) Grants Manager, Development Manager, Development Assistant
Compensation: \$86,000 - \$95,000 DOE
Benefits Include: 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.

**CASA CORNELIA
LAW CENTER**

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. All employees must be fully vaccinated against COVID-19 unless a mandatory legal exception applies.

Our Organization

Casa Cornelia Law Center is a 501(c)(3) public interest law firm providing quality pro bono legal services to victims of human and civil rights violations. With a \$3.3M annual operating budget, we serve an incredibly diverse clientele, with our primary commitment to indigent persons within the immigrant community in southern California. Working closely with our volunteer base of over 300 attorneys, translators, and interpreters, our team of 29 staff serves approximately 2,000 clients annually in a variety of capacities. In addition to legal services, our work also includes education and outreach regarding the impact of immigration law and policy on society and the public good.

At Casa Cornelia we strive to foster a spirit of simplicity, honesty, kindness, and cheerfulness among colleagues and with those we serve. Through meaningful collaboration, humility, and innovation, we provide exceptional support and services to our clients - delivered with compassion and respect. As a pillar of the community for almost 30 years, our work is widely respected throughout the region, and our team enjoys the full support of a highly engaged, collaborative, and productive board of directors. Please visit us at <https://casacornelia.org/> for more information about our organization.

Position Summary

The Director of Philanthropy will have primary responsibility for our entire fundraising portfolio, including campaigns, corporate gifts, grants, individual giving, major gifts, planned giving, and special events. They will help forge new relationships in the community to build Casa Cornelia’s visibility, impact, and financial resources. With this high-profile position, one which requires regular attendance at events across the community, it is essential that this leader is engaging, charismatic, genuine, and outgoing.

The Director of Philanthropy will work collaboratively with our Executive Director and Board of Directors to strengthen and improve the organization’s overall fundraising capacity, increasing the amount raised through philanthropy each year. This role is a tremendous opportunity for someone who is passionate

about serving indigent communities and is looking to take on a philanthropic leadership position. They will have wide latitude to create and implement their vision, with the full support of our organization.

Strategic priorities:

1. **Infrastructure and Systems** – ensuring effective oversight and performance of the Development Office.
2. **Major Gifts** – collaborating closely with the Executive Director and Board of Directors in cultivating relationships with major donors and corporate partners.
3. **Grants Management** – partnering with our Grants Manager to run a successful grants program.
4. **Fundraising Events** – in collaboration with our Development Manager, overseeing our annual event and other donor events throughout the year.
5. **Annual Giving** – managing our annual giving and special campaigns.
6. **Planned Giving** – developing and maintaining a comprehensive planned-giving program.
7. **Team Management** – Coach, mentor, develop and manage development team members.

Tactical priorities:

- Become familiar with our donors, individual giving campaigns, and grants.
- Drive fundraising campaigns and outreach in collaboration with staff and board members.
- Provide support to grant proposals and reporting.
- Play a role in planning and developing our 2022 budget.
- Oversee the development team’s mission effectiveness process and implementation planning.
- Partner with our Executive Director to provide presentations and reports for our Board of Directors and respective committees.
- Contribute to our FY 2022-2024 strategic planning process.
- Develop and manage strategies and activities for donor cultivation, solicitation, stewardship, and relations.
- Develop and manage strategies for grant and/or institutional support.
- Evaluate office systems to support all development projects and operations.

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.

For more information or to apply, please contact:

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