



CASA CORNELIA
LAW CENTER

Development Assistant

Location:	San Diego, CA
Reports To:	Philanthropy Director
Classification:	Full Time, Non-Exempt (hourly) position.
Compensation:	Hourly rate range is \$21.22-\$23.60/hour
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; professional development covered.

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.

The Firm:

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 primary commitment to the indigent within the immigrant community in Southern California. Our legal services include representation of 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. Casa Cornelia provides free legal representation through its staff with the support of volunteers, such as private attorneys, law students, and interpreters/translators under the mentorship of Casa Cornelia attorneys. In addition to legal services, our work also includes connecting clients to needed support services and education and outreach regarding the impact of immigration law and policy on society and the public good.

The Program:

The Development Program furthers the mission of Casa Cornelia by raising necessary funds to ensure the sustainability of all its programs. With a \$3.5M annual operating budget, Casa Cornelia seeks to engage community and institutional support through its individual giving programs, special events, and grants.

The Position:

Casa Cornelia is seeking a professional and passionate individual for the position of Development Assistant. The Development Assistant will provide support to the development team for the purpose of strategically expanding Casa Cornelia's capacity to carry out its mission. This is an opportunity to work in all areas of fundraising, improving community and institutional awareness of our mission while making a difference in the lives of vulnerable immigrants.

Primary Responsibilities:

Generally, the Development Assistant is responsible for providing administrative and logistical support to specific fundraising and fund development initiatives, including but not limited to grants, annual giving, special events, donor stewardship, and online fundraising. Specifically, the Assistant will discharge the responsibilities of the position in three major areas:

Data Collection and Reports:

- Enter all gifts into *DonorPerfect* online database (monetary and in-kind).
- Prepare receipts, letters, and invoices as appropriate for donations, pledges, and grants.
- Track and provide progress reports on pledged gift payment status.
- Maintain up-to-date and accurate donation records and reports.



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Donor Cultivation and Communication:

- Prepare and send acknowledgment letters and other basic correspondence to donors in a timely manner.
- Assist with production and execution of direct mail campaigns, event invitations and RSVPs, email campaigns, website edits, and social media communication.
- Support the efforts of the Executive Director, Board Development Committee, and individual board members.
- Assist with collection of client and/or volunteer stories used in materials.

Event Support

- Provide logistical support for development activities and special events.
- Process all registrations, donations, and sponsorships for fundraising events.
- Assist the event committee chair and staff with event set up.
- Assist with setting up Board Development Committee Meetings and Event Committee Meetings, RSVPs, meeting minutes, and materials to be presented at such meetings.

Qualifications:

The following are required for appointment as the Development Assistant:

- A commitment to social justice and the mission of Casa Cornelia.
- Associate's Degree with at least two years in an administrative role in an office setting, or Bachelor's Degree with office experience (such as an internship).
- Excellent written and verbal communication skills.
- Strong computer skills, Microsoft Word and Excel, copiers, and other standard office equipment.
- Knowledge of and experience with social media platforms.
- Detail-oriented and highly organized.
- Comfortable and willing to represent Casa Cornelia in a variety of formal and informal settings.
- Willingness and enthusiasm to learn and ability to take direction.
- Possesses a strong commitment to providing knowledgeable and courteous service under all circumstances.
- Ability to communicate comfortably and clearly with staff, board members, and stakeholders by telephone, in-person, and in written communications.
- Ability to maintain confidentiality and security of information and data.
- Ability to meet accuracy and processing standards.
- Ability to show initiative and problem-solve with minimal guidance.
- Availability to work evenings and weekends for special events, as appropriate and necessary.

Accountability: The Development Assistant is accountable to the Philanthropy Director. Other members of the development team will assign tasks as well, in coordination with the Philanthropy Director.

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. Please see our website located at www.CasaCornelia.org to learn more about Casa Cornelia's work.

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 law.