



CASA CORNELIA  
LAW CENTER

**Development Manager**

**Location:** San Diego, CA  
**Reports To:** Philanthropy Director  
**Compensation:** Pay commensurate with education and experience  
**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 the necessary funds to ensure the sustainability of all its programs. With a \$3.5M annual operating budget, Casa Cornelia seeks to engage the community and institutional support through its individual giving programs, special events, and grants.

**The Position:**

Casa Cornelia is seeking a talented Development Manager to join its development/fundraising team who has fundraising experience, including special events, sponsorship solicitation, and the ability to develop and nurture relationships with key volunteers, donors, and corporate sponsors.

**Responsibilities:**

The Development Manager is responsible for meeting fundraising goals through special events, giving campaigns, individual donations, and corporate sponsorships.

**Donor Cultivation, Stewardship, and Strategy**

- Manage and cultivate relationships with individual mid-level donors.
- Assists Philanthropy Director on annual giving campaign messaging and strategy.
- Strategize and plan how to gain greater donor engagement to the mission.
- Ensure acknowledgment letters and other basic correspondence is sent to donors promptly.
- Ensure all donor activity is captured in DonorPerfect
- Oversee the production and execution of direct mail campaigns, event invitations and RSVPs, email campaigns, website edits, and social media communication.



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- Analyze reports to identify both gaps in revenue and opportunities for growth.
- Collaborate with the Director of Philanthropy, Executive Director, Board Development Committee, and individual board members, as applicable.

**Events**

- Is the lead staff for the planning, fundraising, and execution of our signature fundraising event, the La Mancha Awards which is held annually in October.
- Responsible for securing corporate sponsorships and engaging with both major donors and board members for individual gifts associated with the event.
- Oversee all event logistics, vendors, and event marketing, while working with a volunteer committee and members of the Development Department to ensure a successful event.
- Responsible for identifying new revenue streams including, but not limited to third-party fundraisers, peer-to-peer fundraising, and online campaigns

**Qualifications:**

- A commitment to social justice and the mission of Casa Cornelia and comfortable representing Casa Cornelia in a variety of formal and informal settings.
- Have a minimum of 3-5 years of successful fundraising and relevant non-profit experience.
- Bachelor's Degree from an accredited four-year college or university.
- Excellent written and verbal communication skills and experience with donor communication.
- Strong computer skills and experience with CRM's such as DonorPerfect.
- Experience with both social media and direct email marketing in a fundraising capacity.
- Strong organizational and project planning skills with a "self-starter" attitude.
- Experience organizing and/or leading special events.
- Ability to work on various events simultaneously and a strong eye for detail.
- Ability to help develop and manage budgets while growing revenue and managing expenses.
- Availability to work evenings and weekends for special events, as appropriate and necessary.

**Accountability:** The Development Manager is accountable to the Philanthropy Director.

**To Apply:** Email your (1) Cover Letter, (2) Resume, and (3) Three references to [applications@casacornelia.org](mailto:applications@casacornelia.org). Applications will be accepted until the position is filled. Please see our website located at [www.CasaCornelia.org](http://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.*