



# CASA CORNELIA LAW CENTER

## Director of Philanthropy

<b>Position Classification:</b>	Director, Member of Leadership Team
<b>Reports to:</b>	Executive Director
<b>Direct Reports:</b>	(3) Grants Manager, Development Manager, and Development Admin Assistant
<b>Salary:</b>	\$90,640-\$131,840 (DOE) (exempt)
<b>Benefits:</b>	Fully paid medical, dental, vision, life, and long-term disability for employee; generous paid time off and paid sick leave; 22 paid holidays; retirement plan; parking stipend; AFP dues covered; professional development opportunities covered.
<b>Start date:</b>	On or before February 1, 2024 (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 501(c)(3) 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 free legal services ensure access to humanitarian-based 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 30 years, Casa Cornelia has provided completely free representation through its staff and the support of 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.

### **Our Development Department:**

With an annual operating budget now exceeding \$4.1M, 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 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. With a mission focus, they will further the 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.

### **Appointment and Accountability:**

The Director of Philanthropy is hired by and accountable to the Executive Director.



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The Director of Philanthropy is responsible for:

1. **Infrastructure and Systems** – ensuring the effective oversight and performance of the Development Office, including proper systems, processing of donations, and donor stewardship; ensuring the accuracy and integrity of the donor information management system, DonorPerfect; monitoring compliance with internal and external gift acceptance policies and procedures.
2. **Development Planning and Relationship Building**- overseeing and implementing a successful annual Development Plan to meet revenue goals; maintaining active and productive relationships with Board members and stakeholders.
3. **Major Gifts** – collaborating closely with the Executive Director and Board of Directors in cultivating relationships with major donors and corporate partners, including securing new major donors and managing those relationships.
4. **Grants Management** – in partnership with our Grants Manager, ensuring a successfully run grants program.
5. **Fundraising Events** – in collaboration with our Development Manager, overseeing our annual event and other donor events throughout the year.
6. **Annual Giving** – managing our annual giving and special campaigns in collaboration with related staff.
7. **Planned Giving** – developing and maintaining a comprehensive planned-giving program.
8. **Promotional Communication** – within the firm’s communication policies, developing promotional communications for development in various platforms and stewardship activities.
9. **Team Management** – coach, mentor, develop, and manage development team members.
10. **Organizational Leadership**- actively participate in and contribute to Casa Cornelia’s Leadership Team.

## Performance Metrics Highlights

Expected Outcomes within the first Three Months:

- 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 implementing the existing FY 2024 development plan.

Expected Outcomes within the first Six Months:

- Partner with our Executive Director to provide presentations and reports for our Board of Directors and respective committees.
- Contribute to the FY 2022-2024 strategic planning implementation, 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 2025 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.

## 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.



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- 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 not required but preferred.

### **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.

*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.*

*This is a full-time, in-person position. Partial telework maybe available after 90 days of employment.*

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