



## **Development Coordinator**

### **Organizational Overview:**

CASA-NYC is a volunteer-based, not-for-profit organization that provides advocacy for children and youth in New York City foster care. Our mission is to ensure that young people involved in the NYC child welfare system have their needs met and rights protected and that children in foster care are moved quickly into safe, stable, nurturing and permanent homes—with their families of origin whenever possible. The children, youth and families we serve have been impacted by intergenerational trauma, structural racism and chronic poverty. We are actively working to fully integrate trauma-informed, anti-racist principles into our work. We partner with family members and their allies to support them in overcoming barriers to safety, stability and family reunification and achieving equitable outcomes.

We strongly encourage candidates fluent in multiple languages and candidates from groups that have historically experienced oppression to apply. We are committed to advancing racial justice and civil rights in our advocacy, and we value the dynamism and perspective that staff diversity, equity, and inclusion bring to the work and culture of our organization. We strive to promote behaviors, attitudes and policies that enable us to work inclusively and effectively in cross-cultural situations with clients, co-workers, and community partners. We actively recruit and seek to grow and maintain a staff that is diverse along many axes, including but not limited to race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity; and to develop a pathway to leadership opportunities for people from historically oppressed populations.

### **Position Description:**

The **Development Coordinator** is a newly added position, made possible by a generous grant from a corporate foundation committed to investing in the expansion of CASA-NYC's capacity to expand resources and further diversify its revenue streams. This permanent position will round out a current three-person team and will report to the Chief Development Officer. The role is based in Manhattan and is a hybrid work schedule (2-3 days in office). CASA-NYC seeks a

development professional with strong communications skills and a desire for professional growth, who has 3-5 years minimum experience in development at nonprofit organizations.

**Responsibilities:**

- Collaborate with the Chief Development Officer on strategies to expand the donor base and identify new prospective donors and funders.
- Coordinate corporate partnerships, including managing corporate donation drives, volunteer projects, event participation, and more.
- Assist with the development of major donor protocols, outreach materials, and prospect identification.
- Conduct research to identify new funding and partnership opportunities, including foundations, corporations, and individuals.
- Write and contribute to the development of marketing materials and other communications, including correspondence, reports, flyers, grant applications, web copy, slide decks, etc. Assist with additional writing and proofreading assignments as needed.
- Participate in the planning and execution of fundraising and cultivation events, with an emphasis on those that incorporate donor groups targeted for expansion.
- Assist with additional writing assignments as needed (grant proposals, newsletter, event materials)
- Assist on occasion with the processing of donations, reporting, data management, and the acknowledgement process.
- Support team as needed.

**Qualifications:**

- Minimum of 3-5 years' experience in development, especially for individuals and corporate donors. Demonstrated expertise, including writing (correspondence, reports, solicitation materials, etc), donor research, data management. Preferred, but not required: graphic design, grant writing, event planning, advanced CRM management
- Bachelors or master's degree in a relevant field
- Exceptional writing skills, ability to draft, proofread, and copy edit proposals, reports, and communications
- Meticulous attention to detail
- Strong time management skills and ability to establish priorities and meet deadlines
- Ability to communicate professionally with members of the public, Board of Directors, Associate Board of Directors, volunteer advocates, and other stakeholders
- Highly organized, detail-oriented, and reliable
- Passion for CASA-NYC's mission and a sincere commitment to our diversity, equity, inclusion, and belonging goals

- Strong computer literacy is necessary, including a development CRM (especially DonorPerfect). Experience with Constant Contact, Canva, and/or Adobe InDesign, and experience managing social media accounts is a strong plus
- Ability to take initiative and work independently, and to adapt to shifting priorities
- Ability to work flexible hours – some evenings required for fundraising events

CASA-NYC is an equal opportunity employer and encourages people of color, immigrants, LGBTQ-identified and differently-abled candidates to apply.

Salary ranges from \$56,454-\$63,654 depending on qualifications and experience. A competitive benefits package includes a 401(k) retirement plan with a 2:1 match, health, dental and vision insurance, flexible spending accounts, pre-tax transit costs and a generous paid time off package including 20 vacation days.

**Please follow these instructions in order to be considered for the position:**

To apply please email [jobs@casa-nyc.org](mailto:jobs@casa-nyc.org) with “Development Coordinator” in the subject line. Please send a resume, 2 writing samples, and detailed cover letter explaining your interest, passion, and experience, with a specific answer to the following **required question**:

*How have your background and experiences, professional or otherwise, prepared you to contribute to CASA-NYC's ongoing efforts to increase diversity, equity and inclusion in the workplace, and/or to advocate for justice for children and families disproportionately impacted by the child welfare system?*

Feel free to think broadly about your response to this question, applying various aspects of your life, personal and professional experiences. Please also reference in your cover letter where you saw this posting.