



CASA of Linn County JOB DESCRIPTION

DEVELOPMENT DIRECTOR

REPORTS TO	Executive Director
STATUS	Full-Time, Salaried, Exempt
START DATE	January 2027
SALARY	\$60,000-\$65,000 annually, depending on experience

POSITION SUMMARY

CASA of Linn County is seeking an experienced Development Director who is passionate about nonprofit work, relationship building, and creating sustainable community support for children and youth experiencing foster care. This position will lead fundraising, donor development, sponsorships, community partnerships, and fundraising events for our growing organization. The Development Director will work closely with the Executive Director to develop and implement a long-term development strategy that strengthens existing funding relationships while identifying new opportunities for sustainable support.

This position will serve both Linn and Benton Counties, with a strong focus on developing relationships and funding opportunities within Benton County. The ideal candidate will have established ties to Benton County and a strong understanding of the local business, nonprofit, philanthropic, and community landscape. The Development Director will be comfortable building relationships, making direct asks, representing CASA in the community, and connecting individuals and businesses with opportunities to support children and youth experiencing foster care.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Development and Fundraising

- Work with the Executive Director to develop and implement annual and long-term fundraising goals and strategies.
- Identify and cultivate individual, corporate, foundation, and community funding opportunities.
- Build relationships with prospective donors, sponsors, businesses, and community partners.
- Make direct solicitations for financial contributions, sponsorships, and other support.
- Develop strategies to increase individual and corporate giving and strengthen donor retention and stewardship.
- Develop and manage donor recognition and appreciation efforts.
- Support annual giving campaigns, appeals, sponsorship campaigns, and other fundraising activities.
- Help identify opportunities to build long-term and sustainable funding for CASA.

- Maintain accurate donor and development records and assist with development-related tracking and reporting.

Benton County Development and Community Engagement

- Develop and strengthen relationships with businesses, donors, foundations, service organizations, chambers, and community partners throughout Benton County.
- Identify new funding and sponsorship opportunities that support CASA's work across Linn and Benton Counties.
- Represent CASA at community events, networking opportunities, meetings, and other activities throughout the service area.
- Increase awareness of CASA and develop relationships that support the organization's long-term sustainability.
- Maintain strong relationships within Linn County while expanding CASA's presence and funding relationships in Benton County.

Grant and Funding Support

- Work closely with the Executive Director and contracted grant writer to identify potential grant and funding opportunities.
- Provide the grant writer with program, development, community, and funding information needed to support grant applications.
- Assist with grant reporting, documentation, deadlines, and funder requirements.
- Support the Executive Director with funding allocations, tracking, and reporting.
- Maintain communication with funders as appropriate and help strengthen ongoing funder relationships.

Fundraising Events and Sponsorships

- Lead the fundraising and development components of CASA events.
- Develop and secure event sponsorships and community partnerships.
- Establish fundraising goals and strategies for events in partnership with the Executive Director.
- Recruit and support event sponsors, donors, committee members, and volunteers as needed.
- Coordinate sponsor communication, recognition, and stewardship before and after events.
- Work collaboratively with staff, board members, committees, and volunteers on event planning and implementation.
- Identify opportunities to increase event revenue while maintaining strong community relationships.

Donor Relations

- Develop and maintain relationships with current and prospective donors.
- Ensure timely donor acknowledgement, appreciation, and stewardship.
- Work with the Executive Director on individual and corporate donor cultivation and solicitation.
- Create donor communications and solicitation materials as needed.
- Track donor engagement and help identify opportunities for continued or increased giving.

Community Relations and Communication

- Serve as a positive representative of CASA of Linn County throughout Linn and Benton Counties.
- Attend community events, networking opportunities, chamber activities, and meetings that support CASA's development goals.
- Build relationships with businesses, community leaders, organizations, and other potential partners.
- Work with the Executive Director and staff to support development-related communications and public awareness efforts.

QUALIFICATIONS

- Minimum of five years of progressively responsible experience in fundraising, development, donor relations, nonprofit advancement, community engagement, or a closely related field.
- Demonstrated experience working in the nonprofit sector and an understanding of nonprofit fundraising, donor stewardship, and community-based organizations.
- A genuine passion for nonprofit work and CASA's mission of advocating for children and youth experiencing foster care.
- Strong existing ties to Benton County and demonstrated experience building relationships within the Benton County community.
- Proven experience cultivating donors, securing sponsorships, developing community partnerships, or generating financial support.
- Experience with donor stewardship and relationship-based fundraising.
- Experience supporting fundraising events and sponsorship development.
- Strong written and verbal communication skills, including public speaking and professional correspondence.
- Comfortable making direct financial asks and discussing charitable giving with individuals and businesses.
- Strong organizational skills and ability to manage multiple priorities and deadlines.
- Ability to work independently while also working collaboratively with staff, board members, volunteers, donors, and community partners.
- Strong computer skills and ability to learn and effectively use donor databases and other technology.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Ability and willingness to travel regularly throughout Linn and Benton Counties and attend occasional evening or weekend events.

EDUCATION

Bachelor's degree in nonprofit management, business, communications, marketing, public relations, or a related field preferred. An equivalent combination of education and relevant professional experience will be considered.

ABOUT CASA OF LINN COUNTY

CASA of Linn County recruits, trains, and supports Court Appointed Special Advocates who provide consistent advocacy for children and youth experiencing foster care. Our organization serves children and families throughout Linn and Benton Counties and works closely with volunteers, community partners, courts, child welfare professionals, donors, and other organizations to support children during difficult times.

EMPLOYMENT REQUIREMENTS

Successful completion of required background checks is a condition of employment. This position requires reliable transportation and the ability to travel throughout Linn and Benton Counties.

CASA of Linn County is an Equal Opportunity Employer.

TO APPLY

Please submit a resume, cover letter, and three professional references. In your cover letter, please include information about your fundraising and development experience, your connections to Benton County, and your experience building donor and community relationships.