



January 2024

**JOB TITLE:                           Development & Communications Associate**  
**Marin CASA — Marin Court Appointed Special Advocates**

Status: Full-time/Exempt (will consider a part time or 3/4 time model for the right candidate)

Location: San Rafael, CA. Currently hybrid /1 day remote.

Salary: \$66,000 - \$72,800 FTE plus benefits.

Marin Court Appointed Special Advocates (CASA) recruits, trains and supervises community volunteers who provide consistency and support for children in the Marin County juvenile court system. CASAs provide one-on-one advocacy for the child they are appointed to and speak up for the best interests of their children in the courtroom and the juvenile court system to ensure that their needs are being met.

POSITION SUMMARY: The Development & Communications Associate is charged with assisting the Executive Director of Marin CASA with development/fundraising activities that include grant submissions, event planning, and donor database management. This DCA position will be responsible for production of external communications on behalf of the organization.

RESPONSIBILITIES: Specifically, the Marin CASA Development & Communications Associate:

- Helps implement a comprehensive annual fund development plan to meet both financial and strategic goals.
- Works with the executive director and the board of directors on fund development and donor stewardship opportunities and strategies.
- Cultivates community support for Marin CASA by identifying and maintaining contacts with volunteers, local organizations, businesses, and individuals via external communications.
- Helps facilitate grant-making opportunities.
- Actively supports the planning and execution of Marin CASA special events.
- Under the guidance of the executive director — creates marketing and communications strategy and collateral, including annual appeals, impact report, website, electronic newsletters and social media.

- Is responsible for maintenance of the donor software, and creation and timely mailing of all donor communications/acknowledgements.
- Supports the efficient use of fundraising systems and processes and accurate and timely reporting.
- Other duties as assigned

#### JOB SPECIFICATIONS/QUALIFICATIONS:

- At least two (2) years of experience working in fund development campaigns and activities, special events management, grant writing, and/or volunteer management
- Familiarity with donor database programs and knowledge of data collection and reporting
- Incorporates a trauma-informed, anti-racist and anti-oppressive lens to working with community, staff, and volunteers
- Strong writing and editing, creative graphic skills using programs like Canva or Constant Contact to create electronic communication pieces
- Ability to cultivate and develop collaborative, inclusive and equitable working relationships with staff, volunteers, and community members
- Excellent oral and written communication skills
- Ability to accomplish projects with little supervision. Strong project management skills, including exceptional attention to detail
- Adaptability, flexibility, and resourcefulness in setting priorities and managing resources
- Proficient using the latest versions of Google Workspace, Microsoft Word, Excel, PowerPoint, and mail merges; email and web searches

#### Preferred:

- Bilingual Spanish/English
- Working knowledge of DonorPerfect
- Proficient using the latest versions of Google Workspace, Microsoft Word, Excel, PowerPoint, and mail merges; email and web searches

REPORTING RELATIONSHIPS: The DCA reports to the Executive Director. When fully staffed, Marin CASA has 5-7 employees, both full and part time. After recent restructuring, several positions at Marin CASA are currently being recruited for — this is an exciting time to join our team!

Physical requirements include: prolonged sitting at a desk, working on a computer keyboard, writing, reading, driving to and attending meetings in Marin County.

***Marin CASA conducts reference checks and criminal background checks on all new hires. All Marin CASA employees must consent to: Livescan Screening with Child Abuse Central Index, Social Security Verification, National/Local Sex Offender Registries, Megan's Law, OFAC (government watch list) and National Criminal Database. A candidate whose background check is unacceptable to Marin CASA will not be hired.***

Salary: \$66,000 - \$72,800 Final offer commensurate with experience.  
Benefits include PTO, 401k, Medical, Dental & Vision

**Please submit a cover letter that tells us why Marin CASA is the right place for you, along with your resume, and professional references no later than February 2, 2024 to: Kerry Enright : [DevMarinCASA@articulateintegrity.com](mailto:DevMarinCASA@articulateintegrity.com)**

**Resumes will be reviewed as they are received.**

*Marin CASA is an Equal Opportunity Employer committed to creating a diverse and inclusive company culture. Marin CASA does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.*