



## Philanthropy Assistant

Updated: 5/29/2019

- Classification:** Full-time, non-exempt
- Compensation:** \$16.35/hour (\$34,000 annually)
- Benefits:** Medical, Dental, Vision, Life, Paid Time Off, paid Holidays
- To Apply:** Submit a cover letter summarizing your qualifications **and** a professional resume with contact information to: [Francesca@casaofmonterey.org](mailto:Francesca@casaofmonterey.org)

**APPLICATIONS MISSING EITHER A COVER LETTER OR RESUME WILL BE DEEMED INCOMPLETE.**

No calls please. This position will remain open until filled. CASA of Monterey County reserves the right to begin interviews as soon as qualified applicant submissions are received.

Court Appointed Special Advocates (CASA) for Children of Monterey County, a nonprofit 501(c) (3) organization, is a member of both National and California CASA Associations, and is part of a national network of close to over 950 CASA/GAL programs. CASA's mission is to train and support community volunteers who advocate for abused or neglected children placed in foster care, upholding the children's rights while pursuing a safe and permanent home. We improve the lives of children in the foster care system by pairing them with trained volunteers from the community who advocate for them and stand by their side as stable adults they can count on as they go through the chaos of the foster care system.

## DEFINITION

The Philanthropy Assistant of CASA of Monterey County is primarily responsible for assisting and supporting the work of the Executive Director (ED) and the Director of Philanthropy (DP) in a wide range of administrative, logistical, and donor/volunteer engagement support related to our development and communications projects and goals. Duties include maintaining the flow of operations and communications in regard to donors/volunteers and the donor database; supporting internal and external meetings and events; and management of special projects using a variety of social, print, and other Medias.

## SUPERVISION RECEIVED AND EXERCISED

Reports to and receives general supervision from the DP. Functional or technical direction may be provided by staff. This position exercises no direct supervision over staff.

## CLASS CHARACTERISTICS

Incumbents typically have a minimum of two years of year general clerical experience and work under immediate supervision while learning job duties.

## ESSENTIAL FUNCTIONS

*CASA of Monterey County reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

### Examples of typical job functions (illustrative only):

- Database management: Organization and management of donor, grant, and funder files; Record gifts, donor notes and other transactions, generate reports and mailing lists; Prepare acknowledgement letters and other correspondence to donors as directed by DP and/or ED.
- Grant Support: Research, compile, and record information on existing and potential donors/funders; Assist in coordinating grant/proposal logistics, including the presentation of proposals, compilation of attachments and other documents in coordination with and as directed by DP and/or ED.
- Events: Assist in coordination of meetings to include meeting logistics, preparing and disseminating meeting information, record meetings notes; Assist in dissemination of event information across various platforms such as social media, email and flyers; Assist in event ticketing; Participate in gathering event materials.
- Operate office equipment including computers and supporting word processing and spreadsheet applications to implement and maintain filing systems, data sheets, and reports.
- Independently develop and prepare correspondences, memoranda, clear and concise reports, and relevant materials.
- Other duties as assigned.

## QUALIFICATIONS

Demonstrated Experience in:

- Basic record-keeping, report writing, report preparation, filing systems and methods.
- Preparing professional correspondence and memoranda.
- Microsoft Office (Word, Excel, Outlook).
- Modern and/or professional office procedures, methods and computer equipment.
- Methods and techniques of customer service and public relations.
- English usage, spelling, grammar, and punctuation.
- Website and social media best practices.
- Data Records Management systems preferred.

Ability to:

- Type a minimum of 45 wpm after errors.
- Articulate the vision, mission, goals, and core values of the CASA of Monterey County.
- Communicate using all mediums, persuasively and effectively.
- Professionally represent CASA of Monterey County via a pleasant demeanor, good interpersonal skills, and a groomed appearance.
- Work independently in the absence of supervision, demonstrating critical thinking and problem solving skills.
- Work as a team player, utilizing discretion and good judgment in daily activities.
- Organize, prioritize, meet deadlines, and anticipate obstacles.
- Attend events as required.
- Work evenings or weekends as directed.
- Maintain strict confidentiality.
- Comply with all required background checks.
- Successfully complete the CASA Advocate Training Program.
- Be sworn in as an officer of the Monterey Superior Court.

## EDUCATION AND EXPERIENCE

*Any combination of training, experience, and education that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- An Associate's degree.
- Two (2) years of experience serving in a professional office environment, with philanthropy or development experience preferred.

## LICENSE AND CERTIFICATES

- Possession of a valid CA Class C Driver's License.
- Motor vehicle insurance with a declaration of automotive insurance as required.

## WORKING CONDITIONS

### Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### Environmental Elements:

Employees work in an office environment with moderate to high noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May be exposed to dust, unpleasant odors and fumes. Employees may interact with members of the public or with staff under stressful conditions while interpreting and enforcing policies and procedures.

**Any person convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or CASA's program credibility, are automatically ineligible for employment with CASA of Monterey.**

**CASA follows an equal opportunity employment policy, and employs personnel without regard to race, creed, color, religion, national origin, gender, sexual orientation, age, physical or mental disability, veteran status, marital status or any other consideration made unlawful by federal, state or local law, ordinance or regulation.**